



**CITY OF  
NORCO**  
HORSETOWN USA

## DEPUTY CITY CLERK

City of Norco, California

Salary: \$60,696 - \$75,801 annually

EXCELLENT BENEFITS for employees and eligible dependents include CalPERS 2.7%@55 for Classic Members, employer-paid dental, vision, and life; and a 36-hour workweek.

Under general supervision, assists the City Clerk in the gathering and preparation of City Council meeting agendas and packets and processes correspondence, legal notices, reports, contracts, resolutions,

ordinances, and public notices for the City of Norco. This position performs official duties of the City Clerk in her absence. This position assists the City Manager's Office in writing reports, research for projects, interfacing with elected officials and the public, and other duties as needed.

**DESIRABLE QUALIFICATIONS:** Experience: At least three (3) years of municipal customer service, clerical or secretarial experience in a City Clerk's Office. Education: High School equivalent supplemented by specialized training in municipalities, Brown Act, and/or City Clerk Technical Training. Certified Municipal Clerk Training Certification preferred. Bachelor's in a related field is highly desirable. Licenses and Certifications: Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

**APPLY BY:** September 14, 2023 at 6:00PM. Applications may be submitted online on the City's website at: <http://www.norco.ca.us/jobs>. EOE.