



Town of Cheverly's Town Clerk Job Description

ABOUT THE COMMUNITY OF CHEVERLY:

The Town of Cheverly, incorporated in 1931, contains 1.27 square miles, and is home to approximately 6,400 residents. The housing stock is approximately 80% single family homes, and 20% multi-family with large apartment complexes comprising the majority of the multi-family units. Single family units include an eclectic mix of Sears Roebuck houses, stone Cape Cods, bungalows and red brick colonials from the post-World War II era. The residents of Cheverly are passionate about their community, which is demonstrated through participation in a number of Town committees and volunteer organizations.

Cheverly is a diverse community. The 2010 Census data showed the Town with a population with African-Americans (57%), Caucasian (32%) and Hispanic (10%). The community regards diversity as a core strength and is dedicated to increasing access and inclusion.

Prince George's County's Gladys Noon Spellman Elementary School serves Cheverly. Most students then attend G. James Gholson Middle School and Bladensburg High School, both of which are located near Cheverly. The County's Judith Hoyer Early Childhood Center is located in Cheverly, as is Saint Ambrose Catholic School. Prince George's Community College and the University of Maryland, College Park, the flagship campus of the University System of Maryland, are both within a half hour of Cheverly. Additionally, the nation's capital's numerous attractions are within easy reach via the Cheverly METRO Station, and US 50, which provides direct access to Washington, DC.

THE CHEVERLY TOWN CLERK DUTIES:

The Town Clerk, under direction of the Town Administrator, shall attend all public meetings of the Mayor and Council, shall keep the minutes thereof, and shall keep a record of all ordinances and resolutions of such body. Such minutes and records shall be available for inspection, in the Town Clerks' presence, by any resident of the town. The Town Clerk shall keep the assessment books and, subject to procedures established by the Treasurer, shall collect all taxes and other receipts and deposit same to the credit of the town; shall be custodian of other town files and records, respond to citizen inquiries, including Public Information Act Requests; and shall perform such

other duties as may be prescribed by ordinance or resolution of the Council, or by order of the Town Administrator.

MINIMUM AND PREFERRED QUALIFICATIONS:

- Experience in a municipal clerk's office, with experience in management of official records, customer service, and computer office equipment. Website management experience a plus.
- Human Resources experience regarded as a plus.
- Must be able to obtain or possess a valid Notary Public certification by the State of Maryland within three (3) months of hire.
- Must have considerable knowledge of municipal public record regulations and other relevant State and Federal laws.
- Must be proficient in Microsoft Office software.
- A valid Maryland driver's license is required.

HOW TO APPLY:

Resumes/Cover letters should be sent (email preferred) by 5pm on Monday, February 10, 2020. Please send to:

Dylan O. Galloway, Town Administrator
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Cheverly, MD 20785
Email: dgalloway@cheverly-md.gov
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