Town of Apple Valley
CALIFORNIA

VA# 16-2027



WE ARE HIRING

Deputy Town Clerk

DEPARTMENT : Town Clerk

SALARY : $5,645.15 - $7,976.46 Monthly

BENEFITS : Benefits Eligible

TYPE : Full-Time, Exempt

Closing date: Wednesday, November 25th, 2026, at 5:30pm

The Position:

Under general supervision, provides administrative and program support to the Town Clerk in the preparation of agendas, minutes, and Council actions, in the maintenance of official documents and records, and in managing the functions, services, and operations of the Town Clerk's office; handles confidential matters and community relations; assists with various Town election processes; provides varied, technical, complex, and specialized office administrative and secretarial support to the Town Clerk, and other Town departments as assigned; coordinates assigned activities with those of other Town departments; acts for the Town Clerk on a relief basis; and performs related work as required.

Requirements:

Equivalent to an Associate's degree from an accredited college with major coursework in business or public administration, political studies, communications, or a related field, and five (5) years of experience in municipal government, preferably with a Town or City Clerk's Office. A Certified Municipal Clerk or Master Municipal Clerk designation is preferred.

- ✓ License as a Notary Public within six (6) months following employment.
- ✓ Position will be required to attend Town Council meetings on a bi-weekly basis, and some Town events as needed.

An application package is available at:
14955 Dale Evans Parkway
Apple Valley, CA 92307

Apply Now!
www.applevalley.org

You can expect to be contacted by phone OR email regarding this position. Email communications will be sent from **jobs@applevalley.org**, and phone calls will come from our main line at **(760) 240-7000**.