

CLERK - Coachella Valley Association of Governments (CVAG) - (Position grade: \$76,734 - \$95,602 annually, plus a generous paid benefits package including PPO/HMO. Full-time position, administrative direction of the Assistant Executive Director performs a variety of complex, difficult, technical, and administrative duties for the Executive Director and Assistant Executive Director. Serves as Clerk of the Board for CVAG and its committees, the Coachella Valley Conservation Commission (CVCC) and Desert Community Energy (DCE). Maintains governing documents, policies and records for CVAG and its agencies. **REQUIREMENTS:** Equivalent to the completion of the twelfth grade including or supplemented by specialized courses in municipal clerking; college education preferred, plus five years of increasingly responsible clerical secretarial experience, including two years as agency Clerk of the Board. **APPLY BY:** Open until filled with first review on September 2, 2022. **CVAG application, resume, and cover letter required.** Application and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.