

CLERK - Coachella Valley Association of Governments (CVAG) - (Position grade: \$85,477 - \$135,440 annually depending on qualifications, 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 supplemented by specialized coursework in public or business administration or municipal clerking and five (5) years of increasingly responsible secretarial or administrative support experience, including two (2) years in a municipal government agency in a Clerk's office or equivalent. **APPLY BY:** Open until filled with first review on January 20, 2023.

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.