



DEPARTMENT OF

CITY CLERK

Deputy City Clerk

Salary: \$52,543-\$56,776

Type: Fulltime

Benefits: Full benefits

Date Posted: 4/15/2026

About City Clerk

The City Clerk is the custodian of the City Seal and the legal records of the City of Salisbury, and maintains and records all ordinances and resolutions enacted by the City Council.

Profile

The Deputy City Clerk works under the supervision of the City Clerk and applies advanced critical thinking skills to analyze, prioritize, and organize information to support effective problem-solving. This role also provides high-level administrative support to the City Council and City Clerk.

Education

HS diploma or equivalent required
Associates degree preferred

Experience

Experience with records management, agenda preparation, and/or meeting administration preferred.
Working knowledge of Maryland public records laws and open meetings act requirements.
Ability to learn and manage specialized municipal software systems.
3-5 years of experience as an Executive Assistant, preferably in a municipal government or clerk's office.

Requirements/Certifications

Proficiency in Microsoft Office Products.
Maryland Notary Certification preferred

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.
Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD Classification Description

Classification Title: Deputy City Clerk

Grade: 8

Department: Clerk's Office

FLSA Status: NE

Date: 04/14/2026

Position Profile:

The Deputy City Clerk works under the supervision of the City Clerk and applies advanced critical thinking skills to analyze, prioritize, and organize information to support effective problem-solving. This role also provides high-level administrative support to the City Council and City Clerk.

Duties and Responsibilities

Administration/Task Completion: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Acts on behalf of the City Clerk in his/her absence.
- Maintains and organizes department records for Clerk, Council, and Elections.
- Acts as Records Administrator for all departments.
- Prepares ceremonial documents upon request.
- Provides orientation and onboarding for incoming elected officials.
- Notarizes documents for the city and others as requested.
- Prepares draft meeting minutes
- Assist the City Clerk with the Election process
- Manages the Invocation Schedule for council meetings
- Manages calendars and events for Council
- Prepares President's sheets for council meetings
- Assists with the legislation management process

Skills Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment.

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Knowledge of the Internet, Laserfiche, Munis, and other relevant software.
- Working knowledge of the Open Meetings Act and other policies and procedures.
- Possesses excellent organizational, written, and communication skills.
- Possesses strong time management and prioritization skills.

Leadership/Role Model: Acts as a role model and peer leader among teammates and colleagues.

- Train all department liaisons on records retention policies and procedures.
- Conducts assessments on records throughout the city and makes recommendations in accordance with State regulations.
- Provides training and ongoing support to departments on the use of agenda management software

Stewardship/Resources: Safeguard equipment, supplies and materials.

- Monitor inventory of office supplies and materials, ensuring availability while promoting cost-effective usage.
- Support compliance with open meetings and public information requirements by ensuring accurate storage, retrieval, and publication of records.

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Serves as a point of contact with City employees and residents to assist with information requests.
- Pursues continuing education toward earning Municipal Clerk certification by attending Academy classes, Region II conferences, Athenian Dialogues and other training courses.

Performance Expectations

- **Communication:** Clearly and effectively conveys ideas while actively listening to others and providing thoughtful, relevant feedback.
- **Work Ethic:** Demonstrates accountability, strong work habits, integrity, and a commitment to ethical conduct in all responsibilities.
- **Teamwork:** Collaborates effectively by fostering respectful, professional relationships with colleagues, elected officials, residents, and stakeholder groups.
- **Problem Solving:** Applies critical and creative thinking to analyze issues, develop solutions, and improve processes and outcomes.
- **Initiative:** Proactively identifies needs, takes appropriate action, and assumes responsibility without requiring direct instruction.

Education and Experience

- Experience with records management, agenda preparation, and/or meeting administration preferred.
- Working knowledge of Maryland public records laws and open meetings act requirements.
- Proficiency in Microsoft Office Suite.
- Ability to learn and manage specialized municipal software systems.
- 3-5 years of experience as an Executive Assistant, preferably in a municipal government or clerk's office.
- Or equivalent training, education and/or experience; and
- Valid Driver's License
- Maryland Notary Certification preferred

Physical Requirements

- Work requires no unusual demand for physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.