

The City of Cambridge seeks qualified applicants for the position of [City Clerk](#). Appointed and held accountable by the City Council. Serves as official record keeper for the City of Cambridge, including vital statistics (including births, marriages, domestic partnerships, and deaths), business and professional certificates, cemetery deeds for the Cambridge Cemetery, and the Cambridge Municipal Code and Cambridge Zoning Ordinance. Responsible for preparing and maintaining City Council documents, filings related to appeals before the Board of Zoning Appeal and Planning Board. Minimum five (5) years of related experience, seven (7) years preferred. Bachelor's degree in related field or equivalent combination of education, training and experience. JD degree desirable. Notary Public and Justice of the Peace preferred. Familiarity with the Massachusetts Public Records Law, Open Meeting Law and Roberts' Rules of Order. Previous experience working in municipal government and/or with a legislative body helpful. \$130,000- \$143,273/year plus applicable stipend as provided for under MGL Chapter 41 Section 19F. For a detailed job description and application instructions, visit our website at www.cambridgema.gov. Submit both your resume and letter of interest **by 5pm on 4/3/19** via email to cityclerkjob@cambridgema.gov. **We are an AA/EEO Employer.**