
Municipal Clerk Resume

Job Objective

To obtain a Municipal Clerk Position and to contribute to the success and reputation of the company.

Work Experience:

Municipal Clerk
Tata Corporation, Bakersfield, CA
May 2004 – Present

- Recorded minutes of meetings.
- Ensured to issue public notifications of all official activities and meetings.
- Organized meetings, prepared agenda and arranged necessary packets of information.
- Prepared ordinances, resolutions and proclamations.

Municipal Clerk
Bound Corp, Bakersfield, CA
March 2002– April 2004

- Responded to all queries of public.
 - Maintained fiscal records and accounts.
 - Assisted in budget groundwork and expenditure review.
 - Retrieved information from the municipal archives.
 - Assisted in the process of bid openings and the awarding of contracts.
-

Summary of Qualifications:

- Good knowledge of modern office procedures, practices and equipment.
 - Familiarity with transcribing dictation, typing and proofreading correspondence
 - Ability to maintain fiscal records and accounts
 - Ability to maintain and update municipal codes and city charters
 - Ability to communicate effectively in writing
-

Education:

Bachelors degree in Public Administration
Owens Community College, Perrysburg, OH

[Build your Resume Now](#)