Town Clerk - The Town of Wachapreague

The Town of Wachapreague is seeking a highly organized, detail-oriented, and public-facing professional to serve as our next Town Clerk. The Clerk acts as the vital link between the Town Council, local government administration and the citizens of our community, ensuring transparency, legal compliance, and accurate record-keeping.

This is an hourly part-time position with office hours on Monday, Tuesday, Wednesday from 9AM to 5PM and for Town meetings generally held on the 2nd Thursday of the month at 7pm till 9pm. Additional hours may be necessary during tax season.

Key Responsibilities:

- Records Management: Serve as the custodian of all official town records, public documents, and municipal ordinances. Meeting Administration:
- Attend all official Town Council meetings, prepare agendas, record accurate minutes, and manage public notices in accordance with state laws.
- Provide excellent customer service to residents by issuing permits/licenses (tag/decal sales, business, building permits, and town taxes), fulfilling public records requests, and addressing citizen inquiries.

Qualifications:

- High school diploma required; experience in Public Administration, Office Administration or a related field preferred.
- Minimum of 1-3 years of experience in municipal government, public administration or a highly related administrative role.
- Strong proficiency in office software and ability to learn municipal records management systems and Website management system.
- Exceptional written and verbal communication skills. Notary Public certification (or the ability to obtain it within 2 months of hire).

How to Apply:

Please submit a Town Employment Application, cover letter, and resume

- Online to town@wachapreague.org or
- drop it off at Wachapreague Town Hall drop box or at the Harbor Master Office or
- mail to Town of Wachapreague, PO Box 242, Wachapreague VA 23480.

Applications will be accepted until 7-24-2026 or until the position is filled.