



The City of Shelton is looking for a **CITY CLERK/ LEGAL PROFESSIONAL ASSISTANT**,
\$\$\$4,651-\$6,047/month DOQ.

This position combines traditional City Clerk duties with legal professional support services. This position reports to and directly supports the City Manager, and as the Legal Professional functions as the liaison between the City and contracted legal services (City Attorney), providing advanced legal support and confidential administrative services. The individual filling this position will have the opportunity to put legal and office skills, knowledge of municipal/City structure, and supervisory skills to work in a variety of interesting and challenging ways.

The following are examples of combinations of education, training and experience that may qualify an applicant for this position:

Associate's degree (AA) in paralegal studies and five (5) or more years' experience in a relevant office setting (legal/municipal); or bachelor's degree (BA/BS) in relevant field and a certificate in paralegal studies or legal secretarial certification, and three (3) or more years' experience in a relevant office setting (legal/municipal); or juris doctor degree (JD) and one (1) or more years' experience in a relevant office setting (legal/municipal).

For a detailed job description and City employment application, Please see the City website at www.sheltonwa.gov or call Mari at 360-432-5109.

Email completed application and resume to mari.herold@sheltonwa.gov or mail to Attn: Mari Herold, Human Resources, 525 W. Cota Street, Shelton, WA 98584, no later than 5:00 pm July 31, 2018, for first review. Position open until filled. EOE/ADA