

TOWN CLERK

General Statement of Duties

Performs responsible administrative and administrative support work for the Town Clerk, Town Manager, and Town Council.

Distinguishing Features of the Class

An employee in this class is responsible for assisting and supporting the Town Manager and Town Council in a variety of administrative and administrative support activities. Work involves attending Council meetings, taking and transcribing minutes and assisting with the maintenance of official Town documents; assisting with the preparation of agenda packets; assisting with Town newsletter; and related tasks. Work includes extensive administrative and administrative support duties. Attention to detail and accuracy are required in taking and transcribing minutes and for maintaining accurate records. Judgment and initiative are required in the performance of duties. Tact and courtesy are needed in working with the Town Council, general public, and with employees and supervisors throughout the Town. Work is performed under the regular supervision of the Town Manager and is evaluated through review of completed assignments, reports, and through observation and feedback.

Duties and Responsibilities

Essential Duties and Tasks

Attends Council meetings, takes and transcribes minutes for Council meetings; assists in compiling information for agendas and agenda packets; makes copies of agenda packets and distributes; maintains updated roster of Town committee and board membership; assists with placing and checking legal notices and advertisements; assists the public with a variety of information from official Town documents.

Assists Town Council members with meeting and scheduled events; arranges travel for Council.

Participates with and coordinates plans for Christmas parade; calls various organizations and individuals and invites parade participants; coordinates logistics with Public Services department staff.

Participates in the preparation, layout, and publishing of the Town newsletter.

Performs a variety of administrative and administrative support duties including composition and production of a variety of documents, correspondence, memoranda, forms, etc.; balances budget accounts; reads and routes incoming mail.

Receives and screens visitors and telephone calls; answers and handles many of the standardized questions and inquiries; refers more complex or policy issues to higher authority.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the laws, regulations, principles and practices related to official Town Clerk duties in North Carolina.

Knowledge of Town government including the Council-Manager form of government.

Considerable knowledge of the application of information technology and office technology to the maintenance of official Town documents.

Skill in the operation of personal computers at a moderate speed with good accuracy.

Ability to maintain complex files and records relating to various Town functions.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected officials, Town management, department heads, Town employees and the general public.

Ability to use confidentiality, tact and courtesy in dealing with Town employees and the general public.

Ability to meet deadlines.

Physical Requirements

Must be able to perform the basic life operational skills of stooping, kneeling, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and type, proofing human resources pay and employee actions, and extensive reading.

Desirable Education and Experience

Graduation from a two-year community college or business school with an associate degree in human resources or business and experience in journey level administrative support work; or an equivalent combination of education and experience.

Special Requirement

Ability to obtain certification as Municipal Clerk.

Possession of notary public certification.