

TOWN CLERK

General Statement of Duties

Performs advanced journey level administrative and support tasks for the Board and the Town Manager.

Distinguishing Features of the Class

An employee in this class serves as the Town Clerk and provides administrative support to the Board and Town Manager. Work includes performing the statutory duties of Town Clerk including responsibility for safe-keeping of official Town documents and the Town seal; preparation and compilation of agenda materials; taking minutes and doing follow-up on Board actions; assuring that legal requirements for Board actions are followed and records are kept accordingly; and performing administrative support and other tasks for the Board and the Town Manager. Work requires an understanding of the legal requirements for a Town Clerk and a knowledge of Town programs, activities, and operations and skill in handling sensitive information, data, and materials in a confidential and professional manner. Independent judgement and initiative are required. Work is performed under the general supervision of the Town Manager and is reviewed through observation, conferences, deadlines, and compliance with legal and statutory requirements.

Duties and Responsibilities

Essential Duties and Tasks

Attends Board meetings; takes minutes; files records and minutes as required by laws; maintains minute books and other official documents according to State Archives requirements; maintains minute indexes; maintains ordinance, resolution and other official books; ensures on-going ordinance codification process; composes ordinances, resolutions, and other written documents for the Board; prepares resolutions and ordinances for approval by Board; serves as Clerk to the Board of Adjustment.

Coordinates agenda preparation with Town Manager and Mayor department heads and staff; compiles final edition and distributes electronically and in hard copy form when needed; distributes to Board and approved list; updates website with minutes, agendas and other Town documents.

Maintains Board meeting schedule; arranges meetings, schedules appointments, and handles correspondence for members of the Board and Town Manager.

Advertises all meetings according to legal requirements; prepares notices of public hearings.

Attends staff and Board retreats, workshops, public sessions, and staff and Board committee meetings; takes, prepares and distributes minutes as needed; assists with coordinating arrangements for meetings including locating appropriate facilities, room set-up, ordering meals and refreshments, etc.; handles travel arrangements as needed.

Maintains roster and terms of boards and commission members; prepares Board and committee policy and process manuals.

Maintains records retention and coordinates retention for Town department; locates ordinances, policies, rules, and regulations for a variety of people; provides copies; answers questions or refers to the proper Town official.

Administers oath of office.

Additional Job Duties

Attends training to maintain knowledge and skills.

Backs up other staff as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of general statutes, policies, procedures, and processes of Town government's operations and requirements for Board actions and processes.

Considerable knowledge of standard modern office management and administrative practices and procedures; considerable knowledge of the principles of grammar, spelling and composition; considerable knowledge of office technology.

Considerable knowledge of the application of information technology to office management including word processing, data bases, web updates, spreadsheets, and specialized agenda software.

Skill in the use of modern office equipment with necessary skill and speed.

Skill in collaborative conflict resolution, teamwork and internal and external customer service excellence.

Ability to exercise sound judgement in making decisions in conformance with laws, regulations, and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to plan, organize, and prioritize a variety of work functions, including coordination with departments and other staff.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, community groups, political and legislative groups, department heads, employees, and the general public.

Ability to handle confidential information appropriately.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

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

Must possess the visual acuity to take and transcribe minutes and dictation, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a two-year business school or college with a major in business or related field and considerable experience at an administrative assistant or higher level; or an equivalent combination of education and experience.

Special Requirement

Willing to attend and obtain certification as a Town Clerk as issued by the Institute of Government and to maintain membership in the North Carolina Association of municipal Clerks (NCAMC).

Willing to obtain and maintain membership in the International Institute of Municipal Clerks.

Possession and maintenance of Notary Public commission.

Possession of a valid NC driver's license.