

## **DEPUTY TOWN CLERK**

### General Statement of Duties

Performs a variety of clerical and administrative duties assisting the Town Clerk in handling of duties associated with the Town Board and Town Manager functions.

### Distinguishing Features of the Class

An employee in this class is responsible for providing clerical support to the Town Board and assisting the Town Clerk with clerical and administrative duties in carrying out department's activities. The employee engages in a variety of clerical duties including preparing correspondence, entering and maintaining information in computerized files; preparing and distributing agendas, meeting minutes and informational packets for various committee meetings, etc. Assumes duties of the Town Clerk in his/her absence. Considerable tact, courtesy, and firmness are required in dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, personnel laws and regulations, and standard office procedures governing the responsibilities of Town Clerks. The employee works under the general supervision of the Town Clerk. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, responsiveness to citizens, employees, and Board members, and by conferences.

### Duties and Responsibilities

#### Essential Duties and Tasks

Gathers and maintains information of Town advisory boards and commissions. Maintains a data base of applicants from which the Board makes appointments. Prepares information for Commissioners' agenda on boards/commission nominations and appointments. Notifies citizens of appointment to Boards/Commissions and coordinates recognition of board/commission members who are leaving appointments.

Receives visitors and answers telephones; provides assistance and information; and refers callers/visitors to appropriate staff or department. Responds in person or by telephone to public inquiries, requests and complaints regarding Town government services and programs.

Assumes duties of the Town Clerk in his/her absence.

Prepares agenda and takes minutes of various committee meetings and Commissioner's meetings. Transcribes and maintains minutes of same; indexes minutes.

Prepares and/or composes correspondence, letters, memoranda, resolutions, proclamations, speeches and other documents as requested.

Performs special projects and research as directed and prepares related report of findings, recommendations and/or gathers information.

#### Additional Job Duties

Performs a variety of office support tasks to help the administrative offices function smoothly and keep all related Town Departments informed of actions which have an impact on them.

Performs other related duties as assigned.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

Considerable knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition; considerable knowledge of computer applications and peripherals as utilized in a modern office environment including data bases, presentations, and spreadsheet software.

Some knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town clerks.

Some knowledge of the organization and functions of Town government.

Ability to exercise sound judgment in making decision 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 communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, 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 support functions of reaching, walking, 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 or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

### Desirable Education and Experience

Graduation from a college or university with associate's degree in Secretarial Science, Business Administration, or related field and some responsible secretarial experience; or an equivalent combination of education and experience. Excellent personal computer skills.

### Special Requirements

Possession of a valid North Carolina driver's license.

Ability to obtain Notary Public certification.

Ability to obtain Town Clerk certification within three years.