

# TOWN CLERK

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Position Code: 2550

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 352 (\$41,632 - \$65,111)

Location: Town Manager

Approval Date: 2010

## **General Statement of Duties**

Performs responsible statutory, supervisory and administrative tasks for the Town Manager, the Mayor and Board of Commissioners; serves as the Town Clerk.

## **Distinguishing Features of the Class**

An employee in this class is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Board meetings and for the publication, indexing, filing and safekeeping of all Board proceedings in accordance with general statutes and local ordinances. Work also includes serving as the lead administrative support to the Town Manager, Mayor, and Board of Commissioners. Considerable tact, courtesy, and firmness are required in the 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 Manager and supervises the Deputy Town Clerk and Office Assistant. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy responsiveness to citizens and Board members, and by conferences.

## **Duties and Responsibilities**

Serves as official custodian of all public records including ordinances, resolutions, contracts, agreements, and minute books; maintains Town seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances.

Attends Board of Commissioners meetings and necessary committee meetings of the Board; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board; coordinates agenda preparation, publication, and distribution with Town Manger; arranges for legal notices and press packets.

Performs lead administrative duties for the Town Manager, Mayor, and Board members by handling correspondence, public inquiries, and mail for these officials.

Researches and compiles information as requested by the Board or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.

Prepares, composes, and types correspondence, letters, memorandums, and other directives for the Town Manager and other Town officials.

Arranges appointments, schedules, meetings, travel, and conferences for the Town Manger and Board; coordinates arrangements for receptions, retreats, and other functions.

Supervises the Deputy Town Clerk and Office Assistant.

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.

Backs up other Town administrative staff.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of North Carolina General Statues and of local ordinances governing the responsibilities of Town clerks.

Considerable knowledge of the organization and functions of Town government.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.

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 peripheries as utilized in a modern office environment including data bases, presentation, and spreadsheet software.

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

Ability to take notes of the proceedings of official meetings and to operate 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 supervise others.

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.

### **Minimum Education and Experience**

An Associate's Degree from an accredited community college in business, secretarial science, or related field and seven to ten years of experience in office management work preferably including two years of experience in the safekeeping and care of public records and/or high level executive assistant duties; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina driver's license.

Ability to obtain Notary Public certification within one year of hire.

Certification from the NC School of Government as Town Clerk or ability to obtain within three years of hire.