

JOB TITLE: Deputy Town Clerk

DEPARTMENT: Administration

JOB SUMMARY: This position is responsible for assisting with the maintenance of town records.

MAJOR DUTIES:

- Serves as Town Clerk in the Clerk's absence including attending council meetings and preparing minutes, ordinances, resolutions, and proclamations.
- Maintains town records in accordance with Public Records Laws; files and provide requested records to council, staff and the general public.
- Administers the animal registration program and maintains the animal license database.
- Opens, copies, distributes, and files incoming mail; copies, files and posts outgoing mail; processes mailed payments.
- Prepares correspondence; proof reads and edits letters and documents; performs research and collects information; performs other clerical duties for Town Manager, Mayor and Council.
- Writes copy and executes designs for town brochures and informational packages.
- Answers telephone, routes calls, provides information, and assists the general public.
- Assists the public at a service window; taking payments; processing animal and other licenses; responding to inquiries and complaints; referring inquiries to others as necessary.
- Maintains calendars for all town meeting rooms and park.
- Maintains central directory database.
- Assists Mayor and Town Manager with special projects and events.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of town ordinances, policies, and procedures.
- Knowledge of public records laws, and state and local laws governing municipal clerks.
- Knowledge of the organization and functions of municipal government.

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- Knowledge of modern office practices and procedures.
- Skill in graphic design.
- Skill in records organization, maintenance, and research.
- Skill in the use of modern office equipment.
- Skill in oral and written communication and interpersonal relations.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant federal and state laws, and town ordinances, policies, and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related records maintenance duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in the maintenance of town records. Successful performance helps ensure the preservation and accessibility of records.

PERSONAL CONTACTS: Contacts are typically with the Mayor, Council members, vendors, other town employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and to provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee frequently lifts light objects and uses tools or equipment requiring a high degree of dexterity. The employee must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

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MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.