

TOWN CLERK
TOWN OF RIVER BEND

Position: Town Clerk

Department: Administration

FLSA Status: Non-Exempt

Reports To: Town Manager

SUMMARY

Performs responsible statutory and administrative tasks for the Town Manager and the Town Council; serves as the Town Clerk. The following is an overview of major job components and should not be considered all inclusive.

ESSENTIAL FUNCTIONS OF THE JOB

An employee in this position is responsible for the maintenance and safekeeping of official public records. Employee is responsible for keeping the minutes of the Council meetings and for the publication, indexing, filing and safekeeping of all Council proceedings in accordance with general statutes and local ordinances. Work also includes serving as the administrative support to the Town Manager and Town Council. Considerable tact, courtesy and judgement 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 direct supervision of the Town Manager.

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, and executes legal documents by securing and attesting the proper signatures of Town officials. Attends Town Council meetings and any necessary committee meetings of the Council and records minutes of the meetings. Processes all ordinances, resolutions, and other actions of the Council, coordinates agenda preparation, publication, and distribution with Town Manager. Arranges for legal notices and other advertisements. Performs administrative duties as directed by the Town Manager, handles correspondence, public inquiries, and mail for Town Manager and Council as needed. Researches and compiles information as requested by the 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 as directed by the Town Manager. Arranges appointments, schedules, meetings, travel, and conferences for the Town Manager and Council. Coordinates arrangements for receptions, retreats, and other functions.

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.

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town clerks. 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, spreadsheet, and paperless agenda 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 create 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 manage confidential information appropriately.

Physical Requirements

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. The employee frequently lifts light objects and uses tools or equipment requiring a high degree of dexterity.

Minimum Education and Experience

A Bachelor's Degree from an accredited college, preferably in a related field, 5+ years of experience in office management work, preferably including three years of experience in the safekeeping and care of public records and/or three years of experience as Town Clerk or Deputy Clerk 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.

Compensation

Salary range is \$38,000 - \$53,000 commensurate with qualifications and experience. Benefits currently include: LGERS Retirement, medical insurance, 401(k), paid holidays, sick leave, vacation leave, life insurance and option to participate in vision, dental and other self-paid programs.