

## TOWN CLERK

### General Statement of Duties

Statutorily mandated position who is appointed by the Town Board of Commissioners and is responsible for legislative and administrative work in the recording and maintenance of the official actions and records of the Town.

### Distinguishing Features of the Class

An employee in this class is responsible for recording the actions taken by the Town's governing board and the maintenance and safekeeping of official public records and the Town's seal. 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 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 municipal clerks. The employee works under the general supervision of the Town Manager and Town Board. 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. Employee must take oath of office.

### Duties and Responsibilities

#### Essential Duties and Tasks

- \* 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 Manager; arranges for legal notices and press packets.
- \* Types resolutions, proclamations, ordinances and correspondence for the Mayor, Board members and Town Manager.
- \* Posts all public meetings and makes sure the appropriate time schedule is followed.
- \* Performs administrative duties for the Town Manager, Mayor, and Board members by handling correspondence, public inquiries, travel and mail for these officials.
- \* Assists customers visiting or telephoning Town offices; provides information; creates work orders for service delivery.
- \* Arranges appointments, schedules, meetings, travel, and conferences for the Town Manager or Board; coordinates arrangements for receptions, retreats, and other functions.
- \* Performs a variety of office support tasks to help the administrative offices function smoothly and keeps all related Town departments informed of actions, which have an impact on them.
- \* Advertises and accepts applications for boards and committee vacancies.
- \* Researches and prepares certificate of sufficiency for annexation petition request(s).
- \* Performs oath of office.

- \* Update and post notices on the Town's website and social media.
- \* Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of town clerks.

Considerable knowledge of the organization and functions of Town government and the council-manager form of 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 personal computers and associated office 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 prepare accurate minutes reflecting the actions taken.

Ability to communicate effectively in oral and written forms.

Ability to multi-task.

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 two-year college with a major in business, political science, or related field and considerable experience in office management work preferably including some 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

Ability to obtain Notary Public certification.

Certification as a Municipal Clerk within three years of hire.