

TOWN CLERK

General Statement of Duties

Performs responsible statutory and administrative tasks for the Town Manager, and the Mayor and Town Board; serves as executive assistant and 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 of other advisory Board meetings, and for the publication, indexing, filing, archiving 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 and maintaining all town contracts and property records. 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. 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

Essential Duties and Tasks

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

Attends Board 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; maintains lists of various appointed Boards and commissions; tracks document retention requirements; maintains records of all contracts and Town property and deeds; coordinates preservation of documents with the state Department of Archives.

Performs 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 including research, compilation and coordination; handles confidential information; reviews annexation petitions and certifies sufficiency; officially records annexations.

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

Prepares and sends letters, invitations and related documents for Town Manager, Mayor and Board.

Arranges appointments, schedules, meetings, travel, and conferences for the Town Manager and Board for various national, state and local events and offices; coordinates arrangements for receptions, retreats, celebrations, and other functions.

Monitors vacancies and appointments to Boards and commissions of the Town; maintains directory of Boards and Commissions; advertises for open positions.

Coordinates codification updates of the Code of Ordinances.

Operates a variety of office equipment including computer, calculator, copier, fax and related equipment.

Serves as liaison with technology vendor for Town Hall telephone system.

Prepares and submits a variety of records and reports.

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.

Backs up other Town administrative staff.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, 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.

Considerable knowledge of office technology.

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; of the principles of grammar, spelling, and composition; and of computer applications and peripheries as utilized in a modern office environment including data bases, presentation, and spreadsheet software.

Working knowledge of laws regulating personnel records.

Skill in public contact, collaborative conflict resolution and customer service excellence.

Skill in records research.

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 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 community college with coursework in office technology, paralegal work or related areas 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 Requirement

Ability to obtain Notary Public certification.

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

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