

DEPUTY TOWN CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

Provides specialized administrative and office work supporting the Town Clerk, Council, and associated Committees and Boards. Spends a considerable amount of time performing Clerk duties, and serves in the absence of the Town Clerk. Performs related work as required by the Town Clerk or Council. Work is performed under the direct supervision of the Town Clerk.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing the statutory role of the Town Clerk in the Clerk's absence as well as supporting assigned boards and committees; assisting with the maintenance of official records; preparing and assisting in the maintenance of Town's official files.

Examples:

- Performs duties of and acts as Town Clerk in the absence of the Clerk.
- Assists with preparation of Council agendas via Meetings software or other identified means; attends agenda review meetings; receives and compiles agenda materials; prepares cover sheets, as necessary, and gathers supporting material.
- Posts Public Notices to the website and on the Town Hall information board within timeframes required by Statute.
- Attends Council meetings in Town Clerk's absence, and prepares minutes for Council approval; will require evening work.
- Attends assigned committee meetings and work sessions and prepares minutes of such for committee chair approval; will require some evening work; follows through on Council actions such as sending correspondence, requesting information from various sources inside and outside the organization, etc.
- Maintains the Town's Records Retention Schedule and assures that all requested updates are forwarded to State Archives for action; informs requestors of the State's decisions.
- Prepares Annexation documents in accordance with Clerk procedures for the agenda and prepares the final documents and maps for Town Clerk's signature.
- Ensures that the Town is listed correctly on all annexations with the Register of Deeds via monitoring their website following
- Tracks and ensures that all legal documents approved by Council or otherwise are returned to the Clerk's office for filing; enters details of these records into the established database.
- Ensures that Council minutes are copied and forwarded to State Archives for processing and maintaining record of such.
- Assists Town Clerk with the training of staff in Meetings agenda software and other softwares which may be considered for use; troubleshoots with vendors when necessary.
- Assists with coordination of the details and set up of a variety of events in which the Mayor, Town Council, and/or Town Clerk are involved, including ordering food, preparing awards or recognition items, etc.
- Answers telephone calls into the Town's main line which are not processed through the call tree; processes and sorts daily mail.
- Uses official files to locate and/or disseminate requested information, particularly as it relates to the Legal Department.
- Writes/reviews proclamations and ceremonial documents for Mayor.

- Tracks and documents Town Council Advisory Committee and Board appointments.
- Prepares check requests.
- Performs related tasks as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of town programs and policies; ability to type at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office equipment; skill in the use of data and word processing including proficient use of Word, Excel, Adobe, and Access. Ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions and work under minimal supervision.

EDUCATION AND EXPERIENCE:

High School or Diploma or equivalent and five years directly related experience or two years of college or Associate Degree; must be a Certified Municipal Clerk; must be a Notary Public or be able to complete course to become a Notary Public.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.