



Town of Upper Marlboro

Job Descriptions

Position Title: Deputy Clerk/Administrative Assistant

Classification: General Government

Direct Report: Town Clerk

Town Paygrade:

Classification Description Summary

A perfect entry level position for a motivated individual interested in municipal government. This position provides administrative support under the direction of the Town Clerk. This position is responsible for extending upon the efficiency and effectiveness of the Town's Administrative Office. The Deputy Clerk is the first point of contact for residents and the general public. This position requires a person who likes working with the public, is friendly and professional, detail oriented, able to prioritize and can multi-task effectively. Though duties will vary, records maintenance and archiving historical documents will always be the task at hand.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides administrative assistance to the Town Clerk and Town Administration.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with processing payments received in person, mail, or online.
- Assists the Town Clerk with the proper filing and management of documents per the Town's Records Retention Schedule.
- Assists the Town Clerk with all meetings of the Board, sharing responsibilities of developing agendas, posting required notices, and the preparation of minutes for the permanent record.
- Assists with the development and drafting of new Town Legislation, Policies and Directives.
- Assists the Town Clerk in developing and maintaining mechanisms to enable the legislative process to include annual reviews of Town policies, directives, and Charter provisions.
- Assisting with parking citation payment and release processing requests from mail, phone and walk-in customers.
- Assists with the posting of content and timely postings of News, Alerts and Official Notices for the Town's Social Media outlets, Cable Access channel and Town website.
- Manage office equipment needs, establishing maintenance & upgrade schedules as needed.
- Manage the routine inventory and procurement of office supplies for the Town Hall Offices.
- Provides correspondence/contacts with State and County agencies for the Board as needed.

- Provides promotional and technical support for Town & Town Committee-sponsored events.
- Various management responsibilities for Special Town Projects and Events as assigned.
- Assist and support Commissioners with Board approved tasks and duties, ensuring statutory and administrative integrity of town activities by upholding the provisions of the Town's Charter, Ordinances, Resolutions, Policies and Directives.
- Serve on the Maryland Municipal Clerk's Association and/or other Boards & Committees.
- Perform related duties as required.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High School Diploma or GED equivalency required. An associate degree or bachelor's degree is preferred but not required.

Experience:

2-3 years of progressively responsible management, administrative, or staff experience in government or office setting that provides a broad base understanding on issues material to organizational programs, processes, and influences.

License or Certificate:

Possession of an appropriate, valid driver's license.

Become a Maryland State Notary within 90 days of start date.

Other

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment between the hours of 9am-5pm Monday through Friday with some travel to different sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Compensation & Benefits

- This is an hourly/Non-Exempt position.
- Starting salary range is \$32,000 to \$49,530.
- Maryland State Retirement System
- 11 paid holidays per year
- Medical benefits (health, dental, and vision)
- Annual/vacation, sick, bereavement, and family leave

