

Job Description

Town Clerk/Utility Services Attendant

Summary of Position:

The Town Clerk serves as custodian of public records and is a main support system to the Board of Aldermen. Work involves the responsibility for preparing agendas and detailed minutes of Council meetings, indexing, filing and safekeeping of all Council proceedings in accordance with general statutes and local ordinances, and assisting the public with information in those records. Work also involves providing administrative support to the Mayor, Council, and Town Manager as needed. Considerable accuracy, tact, courtesy, and firmness are required in dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies and procedures governing the responsibilities of Town clerks. The employee works under the day-to-day supervision of the Town Manager with oversight from the Board of Aldermen. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, and by conferences.

Key Responsibilities:

- Serves as custodian of all public records including ordinances, resolutions, contracts, agreements, and minute books; maintains up to date charter and ordinances; coordinates codifications of ordinances; stores and preserves historic records; provides public access; indexes minutes.
- Executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances; maintains Town seal.
- Attends Board of Aldermen meetings and necessary committee meetings of the Board; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board; may administer oaths of office; takes minutes at Planning Board and Board of Adjustment meetings; assures proper advertisements and notifications for hearings and potential actions.
- Gathers information for Board of Aldermen meetings; types documents; prepares agendas; makes copies and assures delivery to Aldermen.
- Maintains records of appointments and reappointments of Boards members.
- Research and compile information as requested by the Board or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.
- Prepares information of Town activities for local newspaper; composes, and types correspondence, letters, memorandums, and other directives for the Town Manager and other Town officials; may prepare resolutions, proclamations, and other official documents.

- Performs administrative duties for the Town Manager and Board Members by handling correspondence, public inquiries, scheduling, travel arrangements, and mail for these officials.
- Prepares and maintains a wide variety of administrative records, report, surveys, maps, and files.

Utility Services Attendant Responsibilities (shared responsibilities)

- Answer phones
- Provides information on Town services
- Collects payments for utility services
- New Service Connection Request
- Post Mail-in Payments
- Balance cash and credit card payments to collections
- Any other task as assigned by the Town Manager.

Qualifications:

- 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 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 office technology and related information technology.
- 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.

Physical Demands

- 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 stand and sit for shift duration

- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or a 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer and to determine accuracy, neatness and thoroughness of the work assigned.

Desirable Education and Experience

- Graduation with a Bachelor's in Business Administration, Public Administration or considerable experience in high-level administration duties including safe keeping and care of public records.

Special Requirements

- Possession or ability to obtain a Notary Public Certification for the State of North Carolina
- Possession or ability to obtain Municipal Clerk certification through the Institute of Government.

Will require attendance at Board of Aldermen Meetings, Planning Board, and Board of Adjustment. These meeting are normally held after hours in the Board Room located at Town Hall.

Pay Grade 20