

## **TOWN CLERK**

### **General Statement of Duties**

Performs a variety of administrative and clerical duties and maintains the official records of the town.

### **Distinguishing Features of the Class**

An employee in this class has statutory responsibility for maintaining the official records of the town, including ordinances and minutes. Work includes preparing agenda packets for the town board, answering citizens' questions and serving as liaison with community groups and organizations, and assisting the Town Manager with preparation and maintenance of various files and records. Independent judgment and initiative are required, as are tact and courtesy in frequent public contact. Work is performed under the general supervision of the Town Manager and is evaluated by observation and by review of records and reports prepared.

### **Illustrative Examples of Work**

Schedules items from all town departments requiring board action; prepares board agenda packets; prepares or supervises the preparation of minutes of Board of Aldermen meetings

Prepares and sends legal notices to newspapers.

Prepares budget request for Board of Aldermen and administration; assists Town Manager and Finance Director with preparation of draft budget.

Prepares or assists with drafting of ordinances and resolutions; distributes ordinances and resolutions to appropriate departments and outside agencies or individuals.

Maintains the official code of ordinance book for the town.

Maintains database of contracts and leases; maintains index of all deeds/easements of property owned by the town; maintains current roster of boards, commissions and other task forces or committees; maintains database of all documents prepared by the Clerk's office; maintains official files of all board meetings, action taken by board, contracts, minute books, code books, etc. to make accessible to employees and/or citizens.

Prepares correspondence as requested by the mayor or board members.

Trains and supervises Deputy Town Clerk.

Assists with the maintenance of the town's website.

Assists Town Manager with presentations to various groups.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Work requires considerable knowledge of the organization and functions of town government.

Work requires considerable knowledge of town ordinances and standards practices for the maintenance and indexing and retention of records.

Work requires considerable knowledge of the functions, authority, responsibilities and limitations of an elected town council.

Employee must have the ability to prepare agendas, meeting packets, resolutions, ordinances, records and reports.

Employee must have the ability to communicate effectively orally and in writing.

Employee must have the ability to deal tactfully and courteously with the public.

Employee must have the ability to supervise and evaluate the work of others.

Employee must have the ability to establish and maintain effective working relationships with the general public, elected officials, and other town employees.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Must possess the visual acuity to prepare and analyze data and figures, take transcription, operate a computer terminal, and to read extensively.

### **Desirable Education and Experience**

Formal specialized training as a supplement to a high school diploma and experience in administrative, secretarial, or financial work.

Assistant to Town Manager/Town Clerk  
Page 3

**Special Requirements**

Municipal Clerk Certification  
Notary Public

**Fair Labor Standards Act (FLSA) Status**

Exempt

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