

JOB DESCRIPTION TITLE: Town Clerk
DEPARTMENT: Town Hall
REPORTS TO: Town Administrator

JOB TYPE: Full Time, Nonexempt
SALARY RANGE: starting \$36,000
CLOSE DATE: Open until filled

JOB DESCRIPTION

The Town of White Lake is seeking a Town Clerk to perform a variety of statutory and administrative tasks for the Town Administrator and the Town Council.

An employee of this classification is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the council meetings and for the publication, indexing, filing and safekeeping of all council proceedings in accordance with the N.C. General Statutes and local ordinances. Work also includes serving as the lead administrative support to the Town Administrator and the Town Council. Considerable tact and courtesy are required in dealing with the public. The employee works under the supervision of the Town Administrator. Work is reviewed through observation, review of records, and files maintained as to their completeness and accuracy.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

- Participates in the statutory responsibilities of Town Clerk; serves as official custodian of public records including ordinances, resolutions, contracts, agreements, covenants, and minute books; maintains the records in accordance with General Statutes; prepares indexes; coordinates codification and preservation of records.
- Coordinates with the Town Administrator the preparation of Council meeting agendas; compiles and organizes support documents; publicizes meetings in keeping with state statutes; attends Town Council meetings and prepares minutes; maintains minutes and other official documents according to state archives requirements.
- Provides administrative support to the Town Administrator for correspondence, records management, human resources' administration, files, and report generation; assists with scheduling and meeting preparation; screens and routes materials according to content of communications.
- Maintains the town's website and social media platform for official announcements and maintains effective working relationships with media outlets.
- Serves as liaison between Town officials and the public with respect to such matters as records requests and suggestions.

FINANCIAL

- In cooperation with the Deputy Finance Officer, and a certified accounting agency, maintain a complete record of the finances of the Town, showing receipts, disbursements and any other information relating to Town finances as prescribed by the town council.
- Receives bills and claims against the town; examines and validates each document, verifies appropriate budget appropriation, enters data into the computer system, and issues the order to pay each bill.
- Compile timesheets, enter time into the computer system, maintain and update payroll records in cooperation with the Town Financial Secretary and a certified accounting agency.
- Assist the Town Council and Town Administrator in the preparation of the annual budget.
- Collect time sheets and distribution of time sheets and paychecks to all staff.

- Experience with Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat software is preferred.

ADDITIONAL

Knowledges, Skills, and Abilities

- Thorough knowledge of modern office technology, office administrative practices and procedures, and the principles of vocabulary, grammar, spelling and composition.
- Knowledge of public communications and best practices, how to use social media, and website technology; ability to manage a website.
- Knowledge of effective public relations principles to communicate with the public.
- Ability to obtain working knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks.
- Ability to establish and maintain effective working relationships with public officials, supervisors, other employees, media, vendors and the general public.
- Ability to communicate effectively in oral, presentation, and written forms.
- Ability to acquire and apply knowledge of municipal policies, procedures and services; ability to interpret municipal policies.
- Ability to take notes of proceedings of official meetings and prepare accurate minutes; ability to proof-read documents and create rough drafts of memos and reports.
- Ability to work independently and exercise sound judgment in making decisions in conformance with laws, regulations, and policies without supervision; ability to maintain confidentiality on assignments with regard to information of the Town Administrator's Office.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, walking, fingering, grasping, 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 objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

EDUCATION AND QUALIFICATIONS

DESIRED

- Graduation from an accredited college or university with a two or four degree in Public Administration, Public Relations, Communication, English, Library Science, or related experience in office management work preferred; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- N.C. Notary Public Certification
- N.C. Driver's License
- Clerk Certification from the N.C. Association of Municipal Clerks or International Institute of Municipal Clerks is preferred, or the ability to obtain certification within two years of employment.