

**TOWN OF WALLBURG
TOWN CLERK**

The foregoing job duties of the Town Clerk are general in nature and are not intended to be inclusive of all work required for the position.

DEFINITION

Perform responsible administrative work involved in the maintenance of the official town records and documents; to maintain an accurate record of all proceedings of the Town Council and other town boards and commissions.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from the Town Council and/or Mayor.
2. Supervises Assistant Town Clerk.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Prepare detailed and accurate minutes of various meetings including Town Council, boards and commissions and special committee meetings; file and index meeting minutes.
2. Prepare and distribute agendas for Town Council meetings; assemble agenda packets, which include gathering reports and backup information; track all pending agenda items; prepare and post notice of meetings and agenda.
3. Maintain the official filing system for town records; respond to requests for information and documents; provide official notification to the public regarding public hearings including legal advertising of notice; notify citizens or businesses by mail as required by North Carolina state law.
4. Maintain custody of official records and archives of the town including ordinances, resolutions, contracts, agreements, deeds and minutes; prepare ordinances, resolutions and proclamations; ensure proper signatures are obtained; attest and certify official documents and copies.
5. Respond to phone calls; receive and route comments and complaints to appropriate officials.
6. File and index all legal documents; update the town's code regularly as amendments are approved; maintain custody of town seal.

7. Maintain listings of the town's boards and commission members; track board member term limits; maintain attendance records.
8. Answer questions and provide information to the general public.
9. Research grants and town records for specific information.

Marginal Functions:

1. Schedule meetings and prepare council chambers and conference room for meetings.
2. Order and maintain inventory of office supplies.
3. Notarize city documents.
4. Work with Town Attorney, League of Municipalities, Council of Government and other government offices to obtain information and advice concerning actions taken by the Town.
5. Order safety supplies for employees and tools.
6. Perform related duties and responsibilities as required.

QUALIFICATIONS

Education:

Required: High School Diploma or Equivalent
Notary Public
Valid North Carolina Driver's License
Certified Municipal Clerk certificate

Recommended: Completion of a two-year secretarial science or business administrative assistant program with one year of experience, or at least three years of office assistant/secretarial experience of which two years of government employment experience is desirable.

Skills Required:

1. A strong background in office record management is required, including note taking, report writing and proofreading
2. Knowledge of applicable laws, procedures and guidelines for maintaining public records.
3. Knowledge of principles and practices of taking and recording minutes for public meetings.
4. Knowledge of advanced principles of business letter writing and report preparation.
5. Knowledge of proper English usage, spelling, grammar and punctuation.
6. Knowledge of modern office procedures, methods and computer equipment and software (including Microsoft Word, Excel, and Outlook).

7. Knowledge of pertinent Federal, State and local laws, codes and regulations.
8. Knowledge of basic accounting.
9. Must be able to communicate with tact, judgment, empathy, and energy utilizing strong organizational skills, and have the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds.

PHYSICAL QUALIFICATIONS

1. The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects.
2. Must be willing to travel for training and meeting purposes.