



JOB DESCRIPTION

Job Title: Town Clerk **Reports to:** Town Manager

Prepared by: Julie L. Powers **Approved by:** Town Manager

Date Approved: June 4, 2008 **Last Revision Date:** October 9, 2008

SUMMARY

The Town Clerk oversees the day-to-day operations of the Town Hall and Town under the direction of the Town Manager. Work is performed in accordance with the charter, ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials. It requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITIES

1. Prepares Town Council meeting agendas and other committee agendas as assigned assuring they are posted where required, assembling Town Council material, and attends Town Council Meetings when necessary.
2. Records minutes, or assigns someone to record minutes, for the Town Council meetings accurately using recorder software.
3. Proofreads and provides draft Town Council minutes for council approval at the next meeting; makes corrections based on council recommendations; and posts minutes to website once approved.
4. Maintains and preserves all permanent Council and other Town records.
5. Posts necessary information to the town website and provides overall maintenance to the website.
6. Plans and supervises the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the State Board of Elections; supervises all voter registration functions and provides support to the Board of Election.
7. Validates official documents; oversees posting of official notices, ordinances, and advertisements; records papers with federal, state, and county governments as needed; swears in municipal officials as necessary.
8. Completes advertising of required notices such as public notices, bids, tax appeals, contracts, and elections.

9. Participates in interviewing job applicants, reviewing applications/resumes, evaluating applicant skills, and making recommendations regarding applicant's qualifications.
10. Generates correspondence as requested by the Town Manager utilizing knowledge of Microsoft Word and Excel.
11. Maintains and updates contact information to support communication with all necessary points of contact.
12. To act as the representative of the Council as required.
13. Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law.
14. Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government.
15. Acts as the custodian of the official Town seal.
16. Supervises Project Coordinator, Finance Director, Public Works Superintendent, Accounting Clerk, and Receptionist/Permit Clerk.
17. Analyzes data to determine answers to questions from customers or members of the public.
18. Adheres to all town policies, procedures, ordinances and Town Charter.
19. Researches and obtains all necessary information, including surveys of other towns, to prepare budget.
20. Assists Town Manager and Finance Director in preparing a proposed annual budget for review by the Town Council.
21. Personal ongoing development to maintain the knowledge and skills necessary to complete the job.
22. Other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Serves as acting Town Manager during Town Manager's absence.
2. Receives all legal claims filed against the Town and takes appropriate action as determined by the Town Council and legal counsel.
3. Updates Charter, Town Code, and Ordinances as necessary.
4. Sets up and maintains a records retention and destruction system for the municipality.
5. Maintains the Ordinance Book, Resolution Book, and Town Council Minutes Book.
6. Represents the Town of Milton at relevant workshops, conferences, and events.
7. May assist in preparing statistical summaries and reports.
8. May perform portions of the work of higher classified positions occasionally, as assigned.

EDUCATION

Position requires a bachelor degree in a related field or a combination of education and experience. Must have obtained a certified municipal clerk certification or be able to work towards certification.

KNOWLEDGE AND SKILLS

Position requires training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; knowledge of accounting theory, principles, and practices; knowledge of Charters and Zoning Ordinances; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; ability to maintain confidentiality; ability to interpret and explain Town practices, policies, procedures, and ordinances to officials, public, and media; ability to analyze data and provide recommendations; ability to quickly acquire knowledge of municipal government and operations along with knowledge of laws and regulations governing municipal financial administration; and notary public or ability to gain certification. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*