

DEPUTY TOWN CLERK

DEFINITION

Coordinates the Town Clerk activities by maintaining the Town Council's meeting actions and other official Town records, and by providing technical staff assistance to the Town Manager/Town Clerk.

DISTINGUISHED CHARACTERISTICS

The incumbent in this single position class is responsible for providing technical and administrative support to the Town Manager by maintaining the Town's official records, taking and transcribing Town Council meeting minutes, and assisting with Town elections. Responsible for handling sensitive material.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Town Manager. May supervise part time clerical staff on specific assignments.

ESSENTIAL DUTIES

Takes and transcribes minutes of Town Council meetings; formats, types, assembles, and distributes reports; answers public inquiries by mail, phone, and in person; distributes and files Fair Political Practices Forms to comply with State requirements; prepares and posts Town Council meeting agendas; maintains files of minutes, ordinances, agreements, and resolutions; maintains records of Town Council reports, resolutions, confidential records and other official Town documents; assists with election process, including absentee ballots, candidate election packet preparation; types and writes resolutions; posts legal notices; types ordinances; administers signing, filing, recording, and payment of contracts let by Town; maintains official records and filing documents. Provides assistance to the Town Manager in records management, agenda meeting notice and packet preparation and distribution; researches various issues relating to Town policies, contracts and agreements. Analyses and enforces regulations pertaining to public records, meeting notifications, archival research and municipal elections. Assists in processing insurance claims, contract and bond documents.

OTHER DUTIES

Prepares facility and materials for Town Council meetings; makes travel plans, reservations for Town Council members; prepares and maintains calendar for Town Council chamber; administers oath of office to new employees and officials; provides high level clerical support to Town Manager, Council and regional boards and committees. Performs related administrative and clerical duties as assigned.

QUALIFICATIONS

Experience/Education

Sufficient education and experience to coordinate the Town Clerk activities in an effective and efficient manner. A typical way of obtaining the required qualifications is to possess the equivalent to three years of progressively responsible clerical support and administrative experience AND to have the equivalent to a twelfth grade education supplemented by specialized training in office and record management procedures.

Knowledge/Skill/Ability

General knowledge of applicable Federal, State, and municipal laws and procedures, including election laws, Public Records Act, and political reform requirements; functions and services performed by a municipal government; procedures for the conduct of public and special meetings; general municipal record keeping practices and procedures; basic bookkeeping methods as applicable to municipal government.

Skill in typing with sufficient speed and accuracy to prepare a variety of administrative related minutes and reports; performing basic bookkeeping functions and maintaining financial records; operating and using a dictaphone machine to record and transcribe minutes and reports.

Ability to plan, direct, and administer municipal elections; document, record, and maintain records and files of municipal activities; communicate effectively both orally and in writing with the Town Council, the Town Manager, other staff, and the public; operate and use a computer to perform word processing, spreadsheet and other special functions.

Working Conditions

Position requires sitting, standing, walking on level surfaces, reaching, kneeling, bending, stooping, squatting, crouching, and grasping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in typing correspondence and reports and in data entering. The need for accurate near vision is used in filing and completing forms and reports. Additionally, the incumbent relies on acute hearing in using the dictaphone and listening to council proceedings. The incumbent also must be available to be called out for emergencies and setting up Town Council meetings requiring moving, carrying, and pushing tables and chairs weighing up to 15 pounds. Because the working environment is in a public administrative setting, the incumbent works with confidential documents, frequent deadlines, constant interruptions.