

# **TOWN CLERK**

## **DEFINITION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Town Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the Town Council as proscribed by statute; conducts municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other Town officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the Town Council and Town Manager; performs related duties as required.

## **DISTINGUISHED CHARACTERISTICS**

The incumbent in this single position class is responsible for all functions and operations of the Town Clerk's Office, including records management and retention, production and publication of agendas and minutes for the Town Council, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices, and conflict of interest. The incumbent also provides administrative support to the Town Council and Town Manager. This position is distinguished from the classification of Administrative Secretary by the performance of Town Clerk responsibilities as set in state law. The position is also responsible for handling sensitive material.

## **SUPERVISION RECEIVED/EXERCISED**

The Town Manager provides general supervision. 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; conducts election process, including absentee ballots, candidate election packet preparation, issuing and verifying nomination documents; 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; coordinates the Town's record retention policies; 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. Provides a variety of clerical and administrative support functions to the Town Council and Town Manager, including preparing correspondence, and conducting research on special projects as assigned.

## **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 five 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 records management procedures. College-level coursework in secretarial science, business or public administration is highly desirable. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk is required.

### **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, and constant interruptions.