

ASSISTANT TOWN CLERK

Position Code: 2551

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Manager's Office

Approval Date: 2023

General Statement of Duties

Performs a variety of specialized administrative tasks in support of the Town Clerk, Board of Commissioners, associated boards and councils, and the Town Manager's Office. Performs Clerk duties in the absence of the Town Clerk.

Distinguishing Features of the Class

An employee in this class is responsible for performing, coordinating, and overseeing technical and administrative duties. The employee is also responsible for performing the statutory role of the Town Clerk in the Clerk's absence. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, personnel laws and regulations, and standard office procedures governing the responsibilities of Town Clerks. The employee works under the direct supervision of the Town Clerk. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, responsiveness to citizens and Board members, and by conferences.

Duties and Responsibilities

Performs duties of and acts as the Town Clerk in the Clerk's absence including preparing and executing official documents.

Attends assigned work sessions, committee, and board meetings, and prepares meeting minutes of which requires some evening work.

Performs administrative duties as needed for the Town Manager, Mayor, and Board members by handling correspondence, public inquiries, and other administrative tasks.

Receives and screens communications including telephone calls and email messages and provides assistance, using independent judgment to determine those requiring priority attention.

Researches and compiles information as requested by the Town Clerk, Board, or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.

Plans and coordinates meetings and special events.

Prepares, composes, and types correspondence, letters, memorandums, and other directives for the Town Manager and other Town officials.

Performs a variety of office support tasks to help the administrative offices function smoothly and keep all related Town departments informed of actions that have an impact on them.

Backs up other Town administrative staff.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and local ordinances governing the responsibilities of Town clerks.

Considerable knowledge of the organization and functions of Town government.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping, and utilization of official Town records and documents.

Considerable knowledge of standard modern office administrative practices and procedures.

Considerable knowledge of the principles of grammar, spelling, and composition; considerable knowledge of computer applications and peripherals as utilized in a modern office environment including databases, presentations, spreadsheets, and paperless agenda software.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to take notes of the proceedings of official meetings and to operate accurate minutes reflecting the actions taken.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public.

Ability to handle confidential information appropriately.

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, 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, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

An associate degree from an accredited community college in legal studies or a related field and three to five years of experience in office management work or high-level executive assistant duties; or an equivalent combination of education and experience.

Preferred Qualifications

Local or state government work experience in the safeguarding and care of public records; or a background in the legal field is preferred.

Special Requirements

Possession of a valid North Carolina driver's license.

Ability to obtain Notary Public certification within one year of hire.

Certification from the NC School of Government as Town Clerk or ability to obtain within three years of hire.