

Town of Micro

Town Clerk Job Description

DUTIES

The Town Clerk is responsible for performing administrative work serving as Town Clerk and as custodian of all official records, preparing and maintaining records and files, maintaining the Town Code, preparing reports, providing administrative support to the mayor, and related work as apparent or assigned. Work is performed under the limited supervision of the mayor.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Attends all official meetings of the Town Board of Commissioners; prepares and disseminates meeting minutes; complies with statutory requirements regarding proper notice procedures for meetings, public hearings and special interest items; prepares necessary ads for publication and signs for posting; tracks advertising to verify accuracy of content, number of insertions and publication dates; prepares certifications and extracts from minutes.
- Attends all official meetings of the Planning Board/Board of Adjustment; serves as staff liaison, prepares and disseminates meeting minutes; complies with statutory requirements regarding proper notice procedures for meetings, public hearings and special interest items; prepares necessary ads for publication and signs for posting; tracks advertising to verify accuracy of content, number of insertions and publication dates; prepares certifications and extracts from minutes.
- Prepares agendas and packets for above meetings based on items presented for discussion; produces and distributes agendas with all necessary documents.
- Serves as custodian of all official records and public documents; attests contracts and documents; prepares and maintains records and files.
- Coordinates the maintenance of the Code of Ordinances; manages codification, indexing, code changes, records, etc.
- Performs administrative and office assistance functions for the Mayor and Board of Commissioners; drafts proclamations, resolutions, ordinances, oaths of office, correspondence, and other documents; drafts or reviews submitted ordinances/resolutions for consideration by Board of Commissioners; distributes official copies as appropriate.
- Compiles information, performs research, prepares reports, and executes projects assigned by the Mayor.
- Operates the front-end of Town Hall, opens and closes the register, takes payments for utilities and fees, handles applications for new customers.
- Receives, reviews and distributes all permit applications to proper official and/or board for consideration and approval.
- Researches and responds to requests for documents and information from the public, private agencies, and Town staff, in accordance with North Carolina Public Records Law.
- Maintains all records in accordance with the North Carolina Record Retention Schedule.
- Communicate with people inside and outside the organization on behalf of the Town or the Mayor.

- Assists with the budget and work session materials.
- Serves as liaison between Town elected officials and the public with respect to such matters as complaints, requests and suggestions; handles issues independently unless direct involvement of the Town official is required; distributes messages; coordinates appointments.
- Coordinates with Finance and Public Works Staff to ensure timely completion of joint tasks.

Knowledge, Skills and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of municipal clerks; thorough knowledge of the organization and functions of municipal government; general knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official municipal records and documents; general knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling and composition; ability to establish and maintain complex records, documents and filing systems; ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken; ability to perform research and prepare reports; ability to communicate ideas effectively in both oral and written forms; ability to handle confidential information in an appropriate manner; ability to establish and maintain effective working relationships with associates, elected and appointed officials and the general public.

Education and Experience

Bachelor's degree with coursework in business, English, public administration or a related field, and experience in office work, research, and report writing; or an equivalent combination of education and experience. Local government experience is highly preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands, and repetitive motions; frequently requires reaching with hands and arms and requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. town hall, private offices).

Special Requirements

- Possession of a Notary Public license or ability to obtain within 3 months of employment.
- Possession of a valid driver's license in the State of North Carolina.
- Municipal clerk certification will be given priority in the application review process.

Please email resume and cover letter to martyarnell@gmail.com.