

TOWN OF ROSEBORO
TOWN CLERK

GENERAL STATEMENT OF DUTIES

Performs administrative and support tasks for the Board of Commissioners and Mayor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as the Town Clerk and provides support to the Commissioners and the Mayor as well as supervises staff within the Clerk's Office. Work includes preparation and compilation of agenda materials, taking minutes and doing follow-up on Board actions; assuring that all legal requirements for Board actions are followed and records are kept accordingly; and performing administrative support, secretarial, and other tasks for the Commissioners and Mayor. Work requires an understanding of the legal requirements for a Town Clerk and a thorough knowledge of Town programs, activities, and operations and skill in handling sensitive information, data, and materials in a professional manner. Independent judgment and initiative are required. Work is performed under the supervision of the Mayor and is reviewed through observation, conferences, deadlines, and compliance with legal and statutory requirements.

DUTIES AND RESPONSIBILITIES

Coordinates with Mayor the preparation of materials, agenda, and written documents for Town meetings. Assembles and distributes Commissioner agenda packets, places any required advertisements or notices for the Board.

Attends Commissioner meetings; takes minutes, files records and minutes as required by law.

Composes ordinances, resolutions, and other written documents as requested for the Commissioners.

Arranges meetings, schedules appointments, and handles correspondence for Mayor and Commissioners.

Attends staff and Commissioners workshops and public sessions related to job duties. Maintains roster of terms of boards and commissioner members.

Compose and submit a variety of annual reports with specific deadlines.

Research ordinances, policies, rules and regulations in response to public complaints; provide response to public information requests; answers questions or refers to the proper Town official.

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES
KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of general statutes, policies, procedures, processes of Town government's operations and requirements for Board actions and processes.

Considerable knowledge of standard modern management, office, and administrative practices and procedures.

Understanding of the cultural and political environment.

Considerable knowledge of the principles of grammar, spelling and composition.

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 prepare accurate minutes reflecting the actions taken.

Ability to plan, organize, and prioritize a variety of work functions, including coordination with departments and other staff.

Ability to communicate effectively in oral and written forms.

Ability to follow written and verbal instructions.

Ability to establish and maintain effective working relationships with elected and appointed officials, community groups, political and legislative groups, department heads, employees, and the general public. Ability to handle confidential information appropriately.

Working knowledge of computer operations as they relate to assigned tasks: Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Adobe Acrobat Pro, etc.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.

Working knowledge of generally accepted principles of accounting for the receipt of cash payments.

Knowledge of grant management for state and federal grants preferred but not required.

Must demonstrate the following skills:

- Team building

- Analytical and problem solving skills

- Effective verbal and listening communication skills

- Computer skills including the ability to spreadsheet and do word processing programs at a highly proficient level

- Stress management skills

- Time management skills

Must demonstrate the following personal attributes:

- Be honest, trustworthy, and bondable

- Be respectful

- Possess cultural awareness and sensitivity

- Demonstrate sound work ethics

WORKING CONDITIONS

PHYSICAL DEMANDS

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to take and transcribe minutes, operate a computer terminal, and do extensive reading.

Must have the ability to continually sit and use office equipment and computers.

ENVIRONMENTAL CONDITIONS

The office may be a busy facility. Employee may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of staff, residents and clients and contractors. May find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

SENSORY DEMANDS

Sensory demands may include use of computer. The employee must use skills of concentration.

MENTAL DEMANDS

The employee will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

QUALIFICATIONS

DESIRABLE EDUCATION AND EXPERIENCE: Graduation from a two year business school or college with a major or related field and considerable experience in a variety of positions involving heavy public contact functions and accounting; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Willing to attend and obtain Municipal Clerk Certification from the International Institute of Municipal Clerks by attending certification school and classes through the Institute of Government, UNC - Chapel Hill.