



TOWN CLERK ASSISTANT/RECORDS TECHNICIAN

Department: **Town Clerk/Development Services** Class Code: **17**
Reports to: **Town Clerk/Development Services** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, provides staff support to the Town Clerk and provides backup support to the Administrative Clerk.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Town Clerk (75%)

- Assists the Town Clerk with the administration of Town Council meetings and agenda packets; participates in municipal election procedures.
- Provides support for and coverage of the Town Clerk's duties in the absence of the Town Clerk.
- Maintains records of all business transacted by the Town Council, public bodies and other records regarding Town business; administers and coordinates records in compliance with the State Department of Library, Archives and Public Records guidelines; develops approaches for records management and the training of staff regarding records management and retention.
- Participates in administration of Open Meeting Law oversight of Council-appointed public bodies; reviews agendas, attends meetings of public bodies; takes and compiles minutes; retains such records.
- Coordinates Town Council's attendance at meetings and events for the Council, prepares and maintains correspondence for the Council; monitors the Council budget.
- Provides backup for the Administrative Clerk; works at the service counter by answering phones and greeting visitors and directing them to appropriate staff; posts meeting and event notices.
- Performs notary services; participates in administering the municipal vote-by-mail election process, including preparing election packets and maintaining campaign finance reports filed for political committees.
- Performs various support activities, including document scanning, shredding, photocopying and faxing; operates presentation equipment.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

Housing Rehabilitation (17%)

- Prepare legal documents for signature by homeowner(s), the Town, and contractors.
- Maintain project files
- Track expenditures and coordinate submittals of Requests for Payments (RFP's)
- Produce letters and other documents that are a necessary part of the project notification process
- Attend bid openings
- Verify information provided in applications
- Schedule inspections as required

JOB DESCRIPTION

Town Clerk Asst/Records Tech

- Provide notary services for document signings

Planning and Zoning (8%)

- Act as Clerk/Recording Secretary at meetings of the Planning & Zoning (P & Z) Commission.
- Type minutes as recorded and corrected, post to website.
- Coordinate agenda in AQ; produce packets for Commissioners and the public as requested.
- Review agenda items for completeness; proofread for clarity and accuracy.
- Schedule hearings and post/publish for meetings as necessary.
- Perform same for the Board of Adjustment on an as-needed basis.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and two years of staff support experience within municipal government or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Deputy Municipal Clerk or the ability to obtain within 12 months of employment.

Arizona Notary Commission or the ability to obtain.

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of modern records management.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- State laws regarding open meetings, public records and records management.
- Local laws regarding liquor licensing and business licensing.
- Code codification procedures, parliamentary procedures, municipal publishing and notification requirements, process for adopting local laws, government budgeting and financial management and procurement procedures.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

JOB DESCRIPTION

Town Clerk Asst/Records Tech

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Town Clerk Assistant/Records Technician	5/11/2015		Town Clerk/Development Services Position			

APPROVED:

DATE: