



## **JOB DESCRIPTION**

## **Town Clerk**

- Performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in public administration or a closely related field and five years of experience as a Municipal Clerk, including two years of experience in project management, public relations, administration and organizational management, or an equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Certified Municipal Clerk.

Certified Election Official.

Arizona Notary Commission.

Possession of a valid driver's license.

#### **Required Knowledge of:**

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of public administration.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- Records management principles, practices and techniques.
- State laws regarding open meetings, public records and records management.
- State laws regarding liquor licensing, business licensing and notary.
- 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, presentation equipment, 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 complex 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:**

- 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.

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*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	07/2019			31	Exempt	

**APPROVED: Human Resources** \_\_\_\_\_

**DATE: 08/21/2019** \_\_\_\_\_