

JOB DESCRIPTION

Deputy Town Clerk/Records Technician

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.
- 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, including Microsoft Office Suite.

Required Ability to:

- Obtain Deputy Municipal Clerk designation within 12 months of employment.
- 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:

- 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 | FLSA Designation | Step |
|----------------|---------|---------|-------------------|--------------------|------------------|------|
| | | 1/2020 | Deputy Town Clerk | 17 | Non-exempt | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPROVED:

DATE: