



TOWN CLERK POSITION DESCRIPTION

The Town Clerk reports to the Board of Aldermen/Alderwomen and the Mayor.

Statement of Duties and Responsibilities:

- Performs administrative, clerical, and financial tasks for the Town Administrator, the Board of Aldermen/Alderwomen, and the Mayor.
- Responsible for the maintenance and safekeeping of official public records, such as, minutes of all Town Board and Board of Planning and Adjustment meetings, Town Ordinances and Policies, Town Cemetery Records, Town Resolutions, etc. in accordance with NC General Statutes.
- Work is performed in accordance with Federal, State, and County laws, Town Ordinances, Town Policies, and Town Standard Operating Procedures manual.
- Attends all Town Board and Board of Planning and Adjustment meetings, as well as, other meetings deemed necessary.
- Responsible for scheduling all meetings or any other activities for the Board Room.
- Facilitates the preparation for Town Board and Board of Planning and Adjustment meetings.
- Prepares all documents for Town Board and Board of Planning and Adjustment meetings, such as, agendas, resolutions, and any other necessary documents needed or requested by the Board.
- Prepares public notices and prepares and records minutes for all Town Board, Board of Planning and Adjustment and other meetings as deemed necessary.
- Processes ordinances, resolutions, and other actions of the Board.
- Researches and compiles information as requested by the Town Board, the Board of Planning and Adjustment, and the Town Administrator.
- Handles all public hearing requests, by ensuring that the proper notifications and advertisements are adhered to before hearings are scheduled.
- Updates and distributes Board approved Town Ordinances and Policies.
- Responds to citizen's concerns and complaints by coordination through appropriate Town Departments.
- Prepares memorandums and letters.

- Executes legal documents by affixing the Town seal and ensures the proper signatures of Town Officials and attesting to their compliance with NC General Statutes and Town Ordinances.
- Notarizes official Town documents.
- Handles and/or secures all of the Town's confidential information.
- Maintains all personnel and worker's compensation files and updates as necessary.
- Performs Human Resources duties to include; compiling all proper paperwork for hiring and ensuring employees are properly enrolled in all benefit programs and understands employee benefits.
- Responsible for overseeing the business of both Town Cemeteries to include; the sales of cemetery plots, maintaining the deeds, and addressing any concerns pertaining to the Town Cemeteries.
- Oversees the daily collections of monies and reconciles all cash box monies.
- Oversees the Town's billing, collection, and customer service activities.
- Maintains control and responsibility over the petty cash money.
- Handles and maintains all delinquent accounts, budget billing, and Debt Setoff.
- Assists Finance Officer with payroll when necessary.
- Performs other related duties as assigned by the Town Administrator, the Town Board of Aldermen/Aldermwomen, and the Mayor.