



DEPUTY CLERK

DEPARTMENT: Administration

REPORTS TO: Town Clerk

POSITION TYPE: Full-time

SALARY RANGE: \$ 50,713-76,069

FLSA STATUS: Non-exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

General Definition of Work: The Deputy Clerk assists and supports the performance of the Town Clerk. These duties can include assisting the clerk with the maintenance of official town documents, coordinating and maintaining a permanent record of Board actions including historical and current official records, and researching and preparing various reports and other office activities. Work requires a high level of discretion and often requires the use and handling of confidential information. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, policies, laws and regulations, and standard office procedures governing the responsibilities of the Town Clerks. The employee reports to the Town Clerk. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, by conferences, deadlines, and compliance with legal and statutory requirements.

Essential Functions/Typical Tasks:

- Acts in the absence of the Town Clerk assuming responsibilities required to continue the operation of the office including preparing agendas for Board meetings, gather information for meeting agenda packets, and notifying Commissioners, appropriate Town staff, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., as directed by the Town Clerk. Assists with indexing and preparation of minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.
- Assists the Town Clerk in keeping up-to-date information on all Town Boards and Commission appointments and advertisements as well as the preparation of letters of appointment, reappointment, appreciation, non-appointments, and expiring terms.
- Performs a variety of clerical and administrative duties assisting the Town Clerk in handling the duties associated with Town Boards and as required by daily operations.
- Works with staff, the general public, and elected officials providing a high level of administrative support services.
- Works closely with the Planning Department and serves as Clerk to the Planning Board/Board of Adjustments.
- Transcribes minutes with timestamps of various meetings. Prepares and/or composes correspondence, letters, memoranda, and legislative documents (proclamations, resolutions, ordinances) as required.
- Assists the Town Clerk in responding to staff and citizen requests for information and releases information in accordance with laws and regulations.
- Assists the Town Clerk with organizing, coordinating, and monitoring the Town's records storage program (Laserfiche) including file and retrieval, and periodic audits of storage.
- Conducts research regarding specific issues as directed by the Town Manager and Town Clerk.

- Assists the Town Clerk in answering inquiries and must be familiar with the Town Ordinances and North Carolina General Statutes that deal with local and state laws in order to adequately assist the Town Clerk, Commissioners, staff and general public.
- Assists the Town Clerk with coordinating meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline, and car rental reservations.
- Utilizes various computer software programs including word processing, spreadsheet, public records, agenda management software, and file in Laserfiche to enter, store, and/or retrieve and format information as requested or otherwise necessary.
- Assists the Town Clerk in maintaining the Town's Records Retention Schedule and assists with identifying records that have met their retention period through the Laserfiche digital filing program.
- Assists the Town Clerk with Public Records Requests by properly routing request to the appropriate department and assists in location, review and disseminating information to the requester.
- Assists the Town Clerk with updating the Town website for the Town Board, advisory boards & commission, and Waxhaw Youth Council to ensure accuracy.
- Assists the Town Clerk with training of staff and volunteers on the advisory boards & commission and Waxhaw Youth Council in agenda management software and orientations; troubleshoots with vendors when necessary.
- Performs other related work as required by the Town Clerk.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the organization and functions of Local Government.
- Thorough knowledge of the North Carolina General Statutes and local ordinances governing the responsibilities of the Town Clerk and municipal government in general.
- Thorough knowledge of municipal land records and local, state and national election practices and procedures.
- Thorough knowledge of computer programs including Microsoft Office Suite, spreadsheets, powerpoint, Laserfiche, NextRequest and agenda management software.
- Thorough knowledge of grammar, punctuation, syntax, and spelling with the ability to compose effective correspondences.
- Thorough knowledge of administrative practices and procedures for routine tasks and perform routine office functions with limited direction from supervisor. Thorough knowledge of time management and organizational skills and the ability to work independently.
- Ability to express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.
- Ability to exercise considerable tact and courtesy in frequent contact with elected officials, staff, and the general public, including irate citizens.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to efficiently take notes, summarize written or verbal material presented, and transcribe notes in order to prepare accurate minutes of official meetings.
- Ability to work independently in the absence of supervision.
- Ability to effectively manage time and think critically.
- Ability to multi-task and meet deadlines.
- Ability to plan, organize, and prioritize a variety of work functions, including coordination with departments and other staff.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.

- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to communicate effectively in oral and written forms.
- Ability to handle confidential information.
- Ability to establish and maintain effective working relationships with elected officials and appointed officials, department heads, employees, and the general public.

Education and Experience: At least three (3) to five (5) years of experience in administrative work or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Minimum of three (3) to five (5) years of experience in a local government clerk role highly preferred. At minimum has obtained the North Carolina Certified Municipal Clerk or Certified Municipal Clerk Certifications or already working towards obtaining those certifications. Must obtain Master Certified Municipal Clerk Certifications within five (5) years.

Minimum Qualifications of Standards Required to Perform Essential Job Functions:

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, utilizing strong organizational skills.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and the ability to engage with a wide range of personalities and people from varied backgrounds

Special Requirements:

- Must be a certified notary public or have the ability to obtain certification.
- Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk.
- Be willing, once certified, to meet the requirements for entry into IIMC’s Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG’s North Carolina Master County Clerk designation.
- Must have the ability to attend evening meetings

Physical Requirements: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, full use of fingers, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

BENEFITS: 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

CLOSING DATE: Open Until Filled

CONTACT AND SUBMITTAL INFORMATION

ONLINE (PREFERRED): Complete application, upload resume and cover letter at www.waxhaw.com

EMAIL: hr@waxhaw.com

MAIL:

Attn: Human Resources

PO Box 6

Waxhaw, NC 28173

HAND DELIVERY: 4218 Waxhaw-Marvin Rd., Waxhaw, NC 28173

TELEPHONE: 704-843-2195 ext. 269 or 297