

JOB DESCRIPTION/POLICIES & PROCEDURES

Clerk/Recorder

General Summary

- Performs clerical and support functions for the Town Council and other committees within the Town as directed by the Mayor or Town Administrator.

Supervision Received

Work independently under the direction of the Town Council to complete tasks and duties as assigned.

Supervision Exercised

Coordinate with the Treasurer and oversee the Director of Finance

Necessary Knowledge, Skills and Abilities

Ability to take accurate, detailed meeting notes

Type minimum of 45 WPM

Organizational skills

Computer skills-ability to learn programs used by the Town

Ability to relate well with people

Ability to follow written and verbal instructions

General Accounting skills

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position and any corrective action necessary will be noted.

Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

1. Maintain the office hours of Tuesdays and Thursdays from 10:00 a.m. to 2:00 p.m. to accommodate the public in addressing any business they may need to transact with the Town.
- 2 . Attend Town Council, Planning & Zoning, and any other official Town meetings as directed by the Mayor or the Town Administrator.
3. Take accurate notes of the major points of discussion and all actions or decisions that result from the meetings.
4. Record and publish meeting minutes of all official meetings. Meeting minutes shall be posted on the Public Notice Website and electronic copies shall be sent to each member of the Council within ten days. Other meeting minutes shall be distributed to the appropriate group with a copy to the Town Council members within ten days of the meeting and posted on the public website.
5. Post agendas for official meetings and post in one public place & on the Public Notice Website. Send electronic copy to appropriate officials.
6. Provide information and collect fees for GRAMA requests.

JOB DESCRIPTION/POLICIES & PROCEDURES

Clerk/Recorder

- 7.** Assists other boards and committees as formed by the Town Council with clerical duties.
- 8.** Review and scrutinize all bills for the Town. Coordinate with the Town Treasurer for proper amounts to be paid. Research any discrepancies in cooperation with the Treasurer.
- 9.** Input accounts payable invoices into computer.
- 10.** Prepare checks for signatures.
- 11.** Pick up mail from the Post Office and make bank deposits on Tuesdays and Thursdays or as needed.
- 12.** Maintain positive rapport with citizenry and people contacting the Town. Opinions expressed shall be identified as personal and NOT the position of the Town or Town Council.
- 13.** Answer phone calls and respond to emails when in the office. Log all incoming phone calls and emails. Respond to messages in a timely manner.
- 14.** Maintain Town files in an orderly, working order. Promptly file documents and correspondence.
- 15.** Follow State Retention Schedule for destruction of obsolete files. Archives files when necessary.
- 16.** Assign and return garbage cans.
- 17.** Order office supplies including postage.
- 18.** Send out water bills and collect payments. Deposit payments in a timely manner.
- 19.** Maintain current ordinances, resolutions, policies and procedures in the office.
- 20.** Accept Building Permit applications and fees.
- 21.** Issue, review and verify information on Business License applications and issue Business Licenses. Also renew Business Licenses annually.
- 22.** Attends training meetings and keeps the Town Council updated on any changes or implementations from the State or County that could affect the Town.
- 23.** Any other duties assigned by Mayor or designee.