

CLASS TITLE: TOWN CLERK

PURPOSE OF CLASS: Under general direction of the Mayor or Town Administrator, performs responsible administrative and supervisory work in the maintenance of official municipal records of the Town, and the performance of human resources and Clerk duties as required by law; performs related work as required.

PRIMARY TASKS:

Attends all meetings of the Town Council, prepares agendas for meetings, drafts minutes for council approval, maintains custody of official Town Council minutes, ordinances and resolutions and answers inquiries regarding Council actions. Responsible for all personnel files. Receives information from citizens and department heads for meetings and compiles information for the agenda and distributes agenda packets. Prepares and publishes legal notices as required, including notices of public meetings, and prepares appropriate forms with applicable references to State Law or Town Ordinances including Annexation Petitions. Creates advertisements for job descriptions and post positions on media, prepares interview questions and checks references. Supervises the Deputy Clerk and Administrative Assistant. Performs many other duties as required.

REPORTING RELATIONSHIP: This position reports directly to the Mayor or Town Administrator, however, is appointed by, and serves at the pleasure of the Town Board as a governing board.

EXPERIENCE AND TRAINING

Must be a High School Graduate, have experience and knowledge in municipal government. Must be willing to attend the NC School of Government classes for Municipal Clerks.

Email applications to depclerk@pinelevel.org