



June 2019
FLSA: Non-Exempt

DEPUTY TOWN CLERK

DEFINITION

Under general direction, provides administrative and program support to the Town Clerk in the preparation of Town Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of Town elections, and in overseeing the day-to-day activities, services, and operations of the Town Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the Town Clerk and other Town departments as assigned; coordinates assigned activities with those of other Town departments; acts for the Town Clerk on a relief basis; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Clerk. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the Town Clerk's Office functions and activities, under the direction of the Town Clerk. This classification performs a variety of administrative duties, including assisting in the development of Town Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other Town departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of Town functions and the capability of relieving the Town Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the Town Clerk in the latter's absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in overseeing and performing functions of the day-to-day operations of the Town Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contacts, agreements, deeds, annexations, and other official documents; performs mandated and other Town Clerk duties in the absence of the Town Clerk.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Maintains and implements the Town's records management program; ensures legal compliance with retention schedules for Town records.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Town is upheld.
- Assists with preparation of Town Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; prepares Council and Agency packets and approved resolutions, ordinances, and meeting minutes for archiving.

- Oversees the preparation, receipt, review, and processing of various reports and records; oversees and participates in processing business license applications.
- Provides assistance to the public and Town staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying Town records.
- Assists in planning and conducting Town municipal elections as required by state law; participates in all election events.
- Assists in organizing, administering, maintaining, and monitoring all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Administers policies and procedures and monitors filings of campaign statements for candidates, Council members, and all active committees as requested by state law; distributes forms and monitors filing of Statements of Economic Interests as required under the Political Reform Act of 1974; maintains a comprehensive list of designated employees under the Town Conflict of Interest Code.
- Maintains the department website.
- Coordinates and integrates program services and activities with other agencies and Town departments.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the Town Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the Town and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or specialized secretarial training and three (3) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a Town or City Clerk's office.

Licenses and Certifications:

- Possession of, or ability to obtain, a Notary Public certification.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.