Town Clerk Job Posting

**GENERAL DESCRIPTION**

Under the general supervision of the Town Manager this employee is responsible for the maintenance and safekeeping of official public records and is legally accountable for work to the Town Council. Work involves preparing agendas, recording and keeping the minutes of the Council and other Board meetings and for publication, indexing, filing and maintenance of all Council meetings in accordance with general statutes and local ordinances. Work includes serving as administrative support to the Town Manager, Council and various boards. Considerable tact, courtesy and firmness are required in dealing with the Council, Boards and the general public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, policies and standard office procedures governing the responsibilities of Town Clerks. Work is reviewed through daily observation and discussion and review of records and files maintained as to their completeness and accuracy.

**ESSENTIAL JOB FUNCTIONS**

Serves as custodian of public records including ordinances, resolutions, contracts, agreements, agendas and minutes

Responds to public information requests as required by law

Prepares agendas and/or minutes of Council Meetings, Work Sessions, Special Called Meetings, Closed Session Meetings, Budget Meetings, Planning Board and Board of Adjustment Meetings, and Telephone Board Meetings; advertises public hearings and meeting dates and times in accordance with State regulations

Attends various Council, Board and necessary committee meetings; sets up audio/visual equipment including microphones and screen projector; advises Council on open meeting regulations; records and prepares minutes of these meetings; may be required to develop ordinances, resolutions, proclamations and other actions of the Council; utilizes software program to prepare agenda packets for Council Meetings and Work Sessions, uploads to website, sends email notifications and ensures timely delivery of council materials to Council Members.

Serve as custodian of the Town’s records; keeps Council and Board’s agenda and minutes; obtains necessary official signatures and applies Official Town Seal as necessary; follows State Archives regulations and Town standards in maintaining, purging and destroying records, makes copies of recordings, minutes or other Town records as requested by the general public; ensure minutes are sent to the State Archives, arranges for scanning of agendas and minutes, along with periodic codification of town ordinances every two years.

Gatekeeper of all contracts for services rendered by outside organizations for work done on behalf of the Town

Assists the public with various requests, including, but not limited to garbage and recycling issues, maintenance of Town property, the Pineville Cemetery, general Town ordinances and policies, or directs callers to the proper agency for assistance; responds to requests for information received through emails, or through the website portal.

Prepares quarterly Town newsletter requesting article submissions by staff and outside sources, writing informational articles, setting submission deadlines, work with third party graphic artist on cover ideas, article lay-out, and printing; update recipient distribution list and email to recipients; upload newsletter to the website and organize distribution to various drop-off points of printed copy.

Updates website regularly as needed with important news for residents, meeting notices, upcoming events and other Town-related items.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the practices and responsibilities of a Town Clerk, considerable knowledge of the organization and functions of Town government; considerable knowledge of or the ability to readily and quickly obtain the knowledge regarding local ordinances and the North Carolina General Statues; considerable knowledge of standard practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents; considerable knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling and composition; strong organizational and communication skills with the ability to interact effectively with all levels of government, staff, vendors and the general public in a customer service oriented manner using tact and courtesy; ability to take notes of proceedings of official meetings and to transcribe them into typed minutes that accurately reflect the actions taken; ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies; ability to establish an efficient and effective records management system to locate files, records and requested information quickly; ability to maintain confidentiality when dealing with Town related issues

**EDUCATION AND EXPERIENCE**

Graduation from a two-year college with a major in business, government, administrative support or related field and five to seven years of experience in office management preferably including some experience in the safe keeping and care of public records; or an equivalent combination of education and experience

NCAMC State Certified or IIMC CMC designation highly desirable or the ability and willingness to complete the requirements to become certified are necessary along with the ability to obtain NC Notary.

Must be able to attend evening meetings, perform sedentary work exerting up to 20 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects

NC Retirement System and 401k eligible

Comprehensive Town paid benefits

To apply go to [www.pinevillenc.gov](http://www.pinevillenc.gov) under Government, Departments, Human Resources, download the application. For consideration, scan and email with resume to [resumes@pinevillenc.gov](mailto:resumes@pinevillenc.gov) or fax your application packet to: 704-889-2364, or mail required documents to PO Box 249, Pineville, NC 28134, Attention Human Resources.

*Full Time/Hourly Position. Open until filled with review of applications beginning April 26, 2021.*

Town of Pineville is an Equal Opportunity Employer