**Town of Yanceyville**

**Deputy Town Clerk- Administration**

General Statement of Duties

To perform responsible administrative work as a public official and custodian of records for the Town Council and the Town of Yanceyville, including a variety of administrative support and office duties.

Distinguishing Features

This position assists and supports the performance of the Town Manager/ Clerk. These duties include a variety of administrative support records processing, and related office duties. Work includes greeting the public and answering questions giving accurate information, relaying information, typing or data entry work and creating and maintaining accurate files and records. Emphasis of the work is on serving as an administrative clerk to the Manager/Clerk with responsibility for maintenance of town ordinances and documents, preparation of agendas, minutes, and legal notices, administration of official oaths, and the explanation to the public of council activities and procedures. The Deputy Clerk assists the Clerk in keeping up-to-date information on all Town Council & Planning Board appointments and advertisements as well as the preparation of letters of appointment, reappointment, and appreciation. Work is performed in accordance with the North Carolina General Statutes and Municipal Ordinances with mandated legal requirements, and other performance criteria Work requires a high level of discretion and often requires the use and handling of confidential information. Performs other related work as required by the Town Manager/Clerk.

Essential Duties and Tasks

* Assists with preparation of agenda packets, attends Town Council/ Planning Board meetings, and records minutes of those meetings
* Assist with preparation, publication, codification, and filing of legal notices and ordinances, resolutions, and Council actions based on established procedures and legal requirements
* Serves as a custodian of all public records including, but not limited to, ordinances, resolutions, contracts, agreements, deeds, leases, and minute books; coordinates codification updates; executes legal documents, drafts resolutions and proclamations; records maps, ordinances, easements, and street closings.
* Provides confidential administrative support for the Mayor, Town Council Members, Manager/Clerk ; responds to inquiries from the public, processes mail, composes and types of correspondence, letters, and memorandums.
* Registers the Town Council , Town Manage/Clerk, and Staff for conferences and seminars and makes any necessary travel arrangements including lodging, airline, and rental car reservations.
* Performs related tasks as required.

Desirable Education and Experience

Minimum of two years of experience in a professional office setting. Associate degree from accredited college, but not required. Strong computer skills and ability to proficiently learn new software. Attention to detail and ability to work under pressure with a high level of public contact. Exercise excellent verbal and written communication skills.

Knowledge, Skills, and Abilities

* Knowledge of the NC General Statutes regarding public records and open meetings law and other regulations impacting local governments and specific responsibilities of the Deputy Town Clerk and Municipal government
* Basic knowledge of the procedures, responsibilities and operation of the Town Council and the operation of various Town departments.
* Thorough knowledge of grammar, punctuation, syntax, and spelling with the ability to compose effectively.
* Knowledge of the operation and use of common office-based equipment including personal computers, printers, and audio-video recording devices
* Knowledge of effective public relations principles to communicate with the public
* Working knowledge of the tasks and duties of the Deputy Town Clerk
* Ability to acquire and apply knowledge of the Town policies, procedures, and services of the department to which assigned; ability to apply to interpret department and Town policies.
* Ability to establish and maintain effective working relationships with town officials, employees, and the public; ability to exhibit a professional demeanor when interacting with citizens, public officials, and the news media.
* Ability to exercise judgment in decisions in conformance with laws, regulations, and policies.
* Ability to make arithmetical calculations, proof-read, and create drafts of memos and reports.
* Ability to work independently without supervision on confidential assignments and coordinate the work of other clerical/administrative personnel.
* Ability to use computer including specialized software at the intermediate level Microsoft Office, Word, Excel and Access, some knowledge of PowerPoint and Publisher
* Ability to work evenings and other flexible schedules.

Special Requirements

Must be a certified notary public or can obtain certification. Must be willing to attend and successfully complete courses at the School of Government at the University of North Carolina at Chapel Hill that apply toward certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk.

Applications are available at the Municipal Services Building, located at 158 E. Church Street, Yanceyville, NC 27379 or online at yanceyvillenc.gov. Submit completed applications to PO Box 727, Yanceyville, NC 27379, or fax to 336-694-1499. The Town of Yanceyville is an EOE. This position will remain open until filled. For any questions, please contact the Town Manager, Kamara Barnett at (336)694-5431 and/or townmanager@yanceyvillenc.gov

*(****This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.****)*