



DEPUTY TOWN CLERK

Department:	Town Clerk's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, coordinates and performs a variety of technical and administrative functions in support of Town Clerk's Office operations; assists in managing and maintaining the Town's official records; prepares and processes public and legal documents.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the preparation, distribution, retention, and maintenance of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; assists with compiling, preparing and distributing public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions.
- Assists with the publication of official notices, agendas, ordinances and resolutions; assists with Town elections; performs administrative and research functions for Town Council; manages and maintains records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures; assists with website updates.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; creates, edits and processes technical documents and other communications; maintains department files and database.
- Process new business license application and renewals.
- Process Liquor license and Special Event Liquor License applications.
- Update record room and purging documents.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND two year's office support and computer experience, preferably in municipal government; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

- Designation as Certified Municipal Clerk and Certified Municipal Elections Official or ability to obtain within (2) years of hire.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meetings, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.

Skill in:

- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Coordinating the maintenance of records for all Town departments.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move boxes up to 15lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: *Non-Exempt*

Salary Range: 60