



TOWN CLERK

Department:	Town Clerk's Office	Revised Date:	January 2020
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GENERAL PURPOSE: This job is located in the Town Clerk's office within the Town of Camp Verde and is under the direction of the Town Manager. The Town Clerk is primarily responsible for providing leadership in the Town's efforts of transparency, accurate record keeping, and quality customer service. In these efforts the Town Clerk is responsible for managing staff activities and specific operations which involve serving as Clerk to the Town Council.

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.*

- Work requires frequent contact with the Mayor and Town Council, general public, outside agencies, Town officials, and varied organizational personnel in order to obtain or provide information concerning official Town business, documents, meeting records, ordinances/regulations, and other related information.
- Prepares, distributes, and maintains official records of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; compiles, prepares and distributes public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval
- Ensures the publication of official notices, agendas, ordinances and resolutions; coordinates Town elections; performs administrative research and making recommendations concerning improvements to existing systems, procedures or 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
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions. Creates, edits and processes technical documents and other communications; maintains department files and database
- Codification of the Town of Camp Verde Municipal Code; updating the Records Retention Manual; preparation of the Town Council Agenda electronically; assists with website updates
- Processing all liquor licenses, special events liquor license requests & business licenses
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; processing Public Record Requests; explains laws, rules, regulations, policies, and procedures
- Prioritizing and directing development of department's budget, goals and objectives, three-year forecast and cost allocations. Meetings are held with the Town Manager wherein work results are appraised as to attainment of program accomplishments; effectiveness and economy of management; and adherence to policies, directives, and regulations
- Monitoring legislation relating to elections, Open Meetings Act and Arizona Public Records Law
- Coordinating efforts with the Yavapai County Election's Department in the conduction of all Town elections. The Town Clerk is responsible for campaign reports for officer elections and financial disclosure statements

- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.
- Oversees special projects as assigned by Town Manager.

MANAGERIAL RESPONSIBILITIES:

- Supervise and manage staff and operations of the Town Clerk's Office.
- Establish and maintain effective working relationships with staff, public officials, general public, and various outside agency representatives.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in management, business, public administration, or a closely related field; AND ten 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 a valid Arizona Driver's license.
- Designation as Certified Municipal Clerk or ability to obtain within two (2) years of hire
- Notary Public Certification or ability to obtain within six (6) months of hire
- Designation of Municipal Elections Officer Certification or ability to obtain within three (3) years of hire

PREFERRED QUALIFICATIONS

Knowledge of:

- Applying administrative principles and practices.
- Town policies and procedures or previous experience in municipal government.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- 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.
- Effective records management, entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Federal State, Local and Town laws and regulations pertaining to records principles, systems, procedures and processes.

Skill in:

- Ability to ensure maintenance of files and official Town documents and records.
- Preparing and writing reports and business correspondence.
- Budgeting procedures and techniques.
- Operating standard office equipment, and a personal computer utilizing standard software and evaluating and improving existing programs, systems, and procedures.
- Establishing and maintaining effective working relationships with co-workers and the public and other entities. Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.
- Work under pressure with strict deadlines, make independent decisions & exercise confidentiality at the highest level.

- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication.
- Ability to interpret and perform work of the position to ensure compliance with local, state, and federal regulations.
- Achieve goals by arranging employee and Council trainings related to Open Meeting Law and Records Management

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.
- Primarily inside but requires periodic travel in order to conduct official Town business.
- 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 up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasionally required to work hours beyond normal scheduled workday.
- Occasional travel to meetings, conferences or seminars out of town.

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: Exempt

Salary Range: 82