

Employment Opportunity

Attention Applicants: Resumes must be submitted to the Village of Alamance to our mailing address at P.O. Box 96, Alamance NC, 27201, or electronically to villagealamance@bellsouth.net. Criminal background checks are required. This posting can also be found online at villageofalamance.com.

Job Title: Town Clerk/Assistant to the Town Administrator

Salary Range: \$40,000 - \$50,000 DOE/DOQ

Primary Reason Why Classification Exists

To serve as the official custodian of records for the Village of Alamance and provide administrative support to the Town Administrator and Town Council.

Distinguishing Features of Position

An employee in this class serves as an appointed public official as defined in the NC General Statutes and as the primary administrative support to the Board of Alderman and Town Administrator. Primary responsibilities include serving as the Village's official custodian of records and maintaining town ordinances and documents, preparing agendas, minutes, and legal notices, administering official oaths, and explaining Board of Alderman activities and procedures. Attends all Board Meetings. Considerable tact, courtesy and firmness are required in communicating with the public. Must be able to work alone and be a self-starter.

Assists the Town Administrator with utility billing including review of billing information and printing and mailing bills; performing bank deposits for utility payments; research and follows up on billing and service issues with customers including checking water meters in the field.

Work is performed in accordance with the North Carolina General Statutes and Municipal Ordinances and is under the direct supervision of the Town Administrator and Town Council. Work is evaluated on the basis of attainment of individual performance objectives, proficiency and accuracy of work, compliance with mandated legal requirements, and other performance criteria.

Illustrative Examples of Work

- * Manages public notice requirements; publicizes legal notices under consideration by the Board of Alderman and notification to citizens by mail or as otherwise required.
- * Prepares and delivers agenda to the Board of Alderman and staff within internal deadlines
- * Attends Board of Alderman meetings including closed sessions, retreats, and other formal and informal meetings; prepares full and accurate minutes according to legal requirements; administers oaths of office.
- * Oversees the management, storage, and archival of official records taken and legislation adopted by the Board Alderman including indexing and storage of contracts, easements, and other legal documents and coordinates notification and/or distribution of copies to interested parties after

approval; attests execution of legal documents; serves as custodian of all Village records and of the Village seal.

- * Opens mail and routes to appropriate personnel; may screen routine mail for senior officials and provide written or verbal responses.
- * Responds to requests for information from citizens and provides information to other government agencies or businesses.
- * Remains abreast of local and state legal requirements with Board of Alderman matters
- * Performs work related to utility billing and collection.
- * Provides general information to the public concerning zoning ordinances, building inspections, sign ordinances and subdivision ordinances.

Knowledge, Skills, and Abilities

Knowledge of:

- * NC General Statutes regarding public records and open meetings law and other regulations impacting local governments and specific responsibilities of the Town Clerk
- * Knowledge of the Basics of Planning and Zoning Law
- * Requirements of the ordinances of the Village of Alamance
- * The operation and use of common office-based equipment including personal computers, printers, and audio-video recording devices
- * The tasks and duties of the Town Clerk

Ability to:

- * Acquire and apply knowledge of the Village policies, procedures, and services of the department to which assigned; ability to apply to interpret department and Village policies
- * Establish and maintain effective working relationships with Village officials, employees, and the general public; ability to exhibit a professional demeanor when interacting with citizens, public officials, and the news media
- * Maintain moderately complex records and prepare written narrative reports including those requiring statistical summaries and charts
- * Exercise judgment in making decisions to ensure conformance with regulations and policies and provide support for administrative/clerical personnel in other departments
- * Make mathematical calculations, proof-read, and create rough drafts of memos and reports
- * Work independently without supervision on confidential assignments and coordinate the work of other clerical/administrative personnel
- * Work evenings and other flexible schedules

Physical Requirements and Working Conditions

Work requires the ability to see, hear, talk, and the physical ability to move about the office as well as dexterity in the hands for typing and operation of standard office equipment. Visual acuity is necessary to read handwritten and typewritten materials and operate a computer terminal. The position will also require work in the field such as reading water meters and meeting with citizens at their property. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Education

Requires A Bachelor's or Master's Degree (preferred) In Public Administration, Or A Related Field,

Preferred Special Requirement

- * Valid North Carolina Driver's License
- * Certified as a Notary Public or eligible to be certified
- * Completion of the municipal clerk's training program by the Institute of Government, or ability to obtain certification within one year of employment

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Village of Alamance reserves the right to assign or otherwise modify the duties assigned to this classification.

The Village of Alamance is an Equal Opportunity Employer.