



<b>DEPUTY CLERK</b>		
<b>DEPARTMENT:</b> Administration	<b>REPORTS TO:</b> Town Clerk	
<b>POSITION TYPE:</b> Full-time	<b>SALARY RANGE:</b> 34,641 -51,962	<b>FLSA STATUS:</b> Non-exempt
<b>The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.</b>		

**General Definition of Work:** The Deputy Clerk performs the statutory role of the Town Clerk in the Clerk’s absence; supports the Town Board as well as the advisory boards & commissions; assists with the maintenance of official records; and spends a considerable amount of time performing Clerk duties. Work is performed under general supervision.

**Essential Functions:**

- Performs duties of and act as Town Clerk in the absence of the Clerk, to include preparing and executing official documents
- Assists with preparation of Town Board agendas; attends agenda review meetings; receives and compiles agenda materials; prepares narratives and gathers supporting material for the agenda
- Prepares legal advertisements for Town Board and advisory board & commission meetings; posts these to the Town’s website and at the meeting location within timeframes required by State Statute
- Attends assigned Town Board meetings and advisory board & commission meetings, which may require some evening work; prepares minutes of such meetings; follows through on Town Board actions, such as sending correspondence and notification to appointees
- Ensures all legal documents approved by the Town Board are filed appropriately
- Assists with the coordination of meetings for the Town Board, including ordering food, setting up facilities, ordering and/or preparing awards or recognition items
- Assists with schedule training for Town Board members, including completing registration forms and booking travel
- Manages the appointed board application process and advertises for upcoming vacancies, provides notification of appointments and maintains a list of active members
- Maintains the Town’s Records Retention Schedule and assists with identifying records that have met their retention period
- Forwards all FOIA requests to the proper department for response; gathers the responses and forwards such to the requesters
- Uses official files to locate and/or disseminate requested information
- Updates the Town Board and advisory board & commission web pages to ensure information is correct
- Assists Town Clerk with training staff in agenda software; troubleshoots with vendors when necessary
- Performs related tasks as required

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques
- Thorough knowledge of business English, spelling and arithmetic
- Thorough knowledge of North Carolina statutory requirements, and local governing ordinances and policies.
- Ability to keep office records and to prepare accurate reports from file sources
- Ability to perform and organize work independently
- Ability to type at a reasonable rate of speed

- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor
- Ability to establish and maintain effective working relationships with associates and the general public
- Skill in the use of various computer programs including Microsoft Office Suite

**Education and Experience:** A combination of education and experience equivalent to graduation from high school with considerable office management work, preferably including experience in the safekeeping and care of public records and/or high-level administrative assistant duties. Prior municipal experience is preferred but not required.

**Physical Requirements:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, full use of fingers, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

**Special Requirements:** Notary Public and IIMC Certified Municipal Clerk designations or the ability to obtain within a timeframe designated by the Town Clerk. Ability to maintain high level of confidentiality. Possession of a valid driver's license for the State of North Carolina and/or South Carolina.

**BENEFITS:** 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

**CLOSING DATE:** Open Until Filled

**SUBMIT RESUME AND COMPLETED APPLICATION TO:**

Human Resources Director  
Town of Waxhaw  
PO Box 6  
1150 N. Broome Street  
Waxhaw, NC 28173

**EMAIL:** [wdavenport@waxhaw.com](mailto:wdavenport@waxhaw.com)

**ONLINE APPLICATION:** [www.waxhaw.com](http://www.waxhaw.com)