



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

TOWN CLERK

General Statement of Duties

Serves as the Town Clerk preparing, overseeing and participating in the maintenance of official municipal records and documents; provides advanced administrative support work for Mayor and Town Council, Administration Department and other departments as directed.

Distinguishing Features of the Class

An employee in this class is responsible for the preparation, maintenance and safekeeping of official public records. Work involves the statutory responsibility for keeping the minutes of the Council meetings and other meetings as directed, and for the publication, indexing, filing and safekeeping of Council proceedings in accordance with general statutes and local ordinances. Work also includes tracking Council appointments in coordination with the Deputy Town Clerk; assisting the public with document research, correspondence and agenda preparation, and performing research on various topics. Considerable tact, courtesy, and firmness are required in the dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, and standard office procedures governing the responsibilities of Town Clerks. The employee is hired by the Town Manager and works under the supervision of the Town Manager.

Work is reviewed through observation, review minutes, documents, files, and records for accuracy, ongoing maintenance, completeness, and compliance with NC General Statutes.

Duties and Responsibilities

Essential Duties and Tasks:

- Participates in the statutory responsibilities of Town Clerk; serves as official custodian of public records including ordinances, annexations, resolutions, contracts, agreements, deeds, covenants, vehicle titles, and minute books; maintains them in accordance to General Statutes; prepares indexes; coordinates records such as ordinances, resolutions, contracts, leases, deeds, agreements, and minutes for publication, recording preservation and archiving; maintains spreadsheets to track archived location of documents. Coordinates contracts for IT support and telephone systems.
- Performs notary work executing legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances; signs, attests, and notarizes documents appropriately.
- Prepares agendas and meeting materials for Town Council meetings in coordination with the Town Manager and other associated staff; compiles and organizes support documents; publicizes meetings in keeping with state statutes; attends Town Council meetings and all committee meetings of the Council; writes minutes of these meetings in an accurate/timely manner; processes ordinances, resolutions, and other actions of the Town Council.
- Prepares minutes, sends notices and agenda information to the Town Council, Planning Board, Marketing Committee, and other Boards and Commissions as directed; corresponds with members and approved media outlets; in collaboration maintains attendance/term roster according to established procedure.
- As directed, prepares and files closed session minutes and ancillary information related to those minutes; maintains confidentiality and proper indexing of such materials.
- As directed, provides administrative support work for Mayor and Town Council, Administration Department and other departments as directed.
- Prepares public notices for advertisements, committee vacancies, etc.; ensures proper signatures and approvals are

obtained.

- Performs administrative support tasks such as answering phones, preparing and handling various types of correspondence, reports, ordinances, responding to public inquiries.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of municipal clerks and related municipal procedures.
- Thorough knowledge of the organization and functions of municipal government.
- Considerable knowledge of computers and office software including word processing and spreadsheets.
- Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official municipal records and documents.
- Considerable knowledge of standard modern office management and administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition.
- Considerable knowledge of the application of office hardware and software technology.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to express oneself effectively in oral and written forms.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to establish and maintain effective working relationships with employees, Town officials, and the public.
- Ability to handle confidential information in an appropriate manner.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, kneeling, crouching, reaching, walking, fingering, talking, hearing, and repetitive motions.
- Must be able to perform light sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently and constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Desirable Education and Experience:

High school diploma or GED with coursework in business administration or office technology and moderate experience in office management preferably including some experience in the safekeeping and care of public records; or an equivalent combination of education and experience.

Special Requirements:

- Ability to obtain Certificate as a Municipal Clerk from the Institute of Government within two (2) years
- Possession of Notary Public.
- Possession of a NC Driver's License.

The salary for this position is \$39,067-\$60,518. The hiring range is \$39,067-\$49,781, which is a Grade 14. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <http://www.selma-nc.com/Data/Sites/1/media/human-resources/employment-application-for-tos---august-2018.1.pdf>

The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to jeakes@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.