

The Town of Spencer seeks a Town Clerk to join the Town's leadership team. The Town Clerk is responsible for providing guidance to staff in the interpretation and communication of Town policy and procedure, as well as human resources support. The Town Clerk serves as a public official as defined in the NC General Statutes and is the primary staff support for the Town Board. Emphasis of the work is maintenance of Town ordinances and documents, preparation of agendas, minutes, and legal notices, administration of official oaths, and explanation of Board activities and procedures. The Town Clerk is the official custodian of records for the Town.

Other work includes: Responding to public information requests in compliance with State of NC laws; provides official responses to inquiries on behalf of the Mayor and Board. Supporting a variety of town operations and administrative functions through consistent interpretation and application of Town policy and procedure, and providing administrative support to the Town Manager. The Town Clerk facilitates human resources functions for Town staff, and plays a key role in filling vacancies and onboarding new staff.

Work requires a comprehensive set of knowledge, skills, and abilities. Attendance at meetings, retreats, and other formal and informal gatherings of public officials as required and therefore the ability to work evenings and other flexible schedules is necessary.

Desirable certifications include current designation as a Certified Municipal Clerk by the UNC School of Government or ability to obtain certification within one year of employment and certified as a Notary Public, some travel to locations away from the primary office is required and therefore a valid driver's license. Expected preparation for this work includes graduation from high school or GED equivalency and several years of responsible administrative experience. A higher level of formal education and some responsible administrative experience is an acceptable combination of education and experience. Administrative experience in a municipal or county government clerk's office is preferred. Also, the Town prefers experience supporting Human Resources functions.

Salary - Expected salary is \$41,292 to \$50,000 depending on qualifications. The salary is supplemented by excellent benefits.

The Town of Spencer is equal opportunity employer.

Please submit your application, resume, and cover letter by visiting [www.ptrc.org/spencer](http://www.ptrc.org/spencer)