

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE: DEPUTY TOWN CLERK

DEPARTMENT: EXECUTIVE

SALARY RANGE: \$65,000 - \$75,000

HOURS PER WEEK: FULL TIME EXEMPT

JOB SUMMARY

Under the general supervision of the Town Clerk, the Deputy Town Clerk provides administrative and clerical support to the Town Clerk's Office, the Town Commission and assists in carrying out the statutory responsibilities of the Town Clerk's office. This position supports official Town meetings, conducts travel and training for the commission, maintains and manages public records, produces public records requests, assists in the coordination of municipal elections, and performs various duties as assigned to ensure the efficient operation of the Clerk's Office.

ESSENTIAL DUTIES

- Assist the Town Clerk in supervising office and clerical work for the Office of the Town Manager, including preparation of documents for Commission and Board meetings.
- Responds to public inquiries handled by the Clerk's Office, the Town Commission, and Town Management.
- Provides administrative support to Town boards and committees, including preparation and distribution of agendas, notices, and meeting materials.
- Attends official meetings in the absence of the Town Clerk, or as directed, to record votes and assist in preparing, filing, and indexing Commission minutes, resolutions, ordinances, and agreements.
- Assists with the recording, filing, and management of official Town documents.
- Aids in signing, certifying, and transmitting official Town documents under the direction of the Town Clerk.
- Helps coordinate required legal notices and publications.
- Assists in maintaining Town contracts, insurance documents, and other key records.
- Supports the Town Clerk in coordinating municipal elections with the County Supervisor of Elections, including accepting and certifying petitions and recording election results.
- Serves as deputy custodian of records and helps oversee records retention and disposition in accordance with applicable state schedules.
- Utilizes appropriate computer applications and document management systems.
- Attends training, conferences, workshops, and seminars for professional development.
- Develops and maintains working relationships with peers in other municipalities.
- Performs other duties as assigned by the Town Clerk or Town Manager.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of records management, document retention laws, and public disclosure requirements.
 - Understanding of municipal legislative procedures, administrative practices, and office operations.
 - Ability to support and assist in supervising clerical functions and organizing departmental activities.
 - Sound judgment and ability to maintain confidentiality in handling sensitive information.
 - Competency in preparing reports, recording and maintaining minutes, and managing official Town records.
 - Ability to interpret and apply local, state, and federal laws, regulations, and ordinances.
 - Strong communication skills and ability to work effectively with elected officials, management, staff, and the public.
 - Proficiency in office software and records management systems.
 - Demonstrated professionalism, integrity, and teamwork.
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MINIMUM QUALIFICATIONS

Any combination of experience and education that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is:

- **Preferred Education:** Associate's or Bachelor's Degree from an accredited college or university in public administration, business administration, or a related field.
 - **Experience:**
 - Minimum two (2) years of progressively responsible experience in municipal government.
 - At least one (1) year of experience as a Deputy Town Clerk, Assistant Town Clerk, or in a related position in a Town or City Clerk's office.
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Licensing / Certification

- Certification as a **Certified Municipal Clerk (CMC)** from the International Institute of Municipal Clerks (IIMC) is preferred. If not currently held, the certification must be obtained within three (3) years of employment.
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WORKING CONDITIONS & PHYSICAL ABILITIES

- Standard office environment.
- Must be available to attend evening meetings as assigned and occasional travel for training or conferences.
- May involve occasional lifting of up to 25 pounds and physical activity such as standing, walking, stooping, and reaching.
- Must have visual and manual dexterity sufficient to operate standard office equipment and computers.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the above job description for Deputy Town Clerk in its entirety and am capable of performing all the stated requirements.

Signature | Date

Print Name