**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

**Position Description**

**POSITION TITLE:** TOWN CLERK

**DEPARTMENT:** EXECUTIVE

**SALARY RANGE: $**50,000 - $60,000

**HOURS PER WEEK:** FULL TIME- 40 HOURS

**BENEFIT ELIGIBLITY:** Paid Time Off (Vacation, Sick, Personal, Holiday), 401(a) Retirement Program with Employer Match, 100% Employer Paid Health, Dental, Vision

**JOB SUMMARY**

Under the general direction of the Town Manager, provide staff support to the Town Manager; to supervise office and clerical support functions; to serve as repository for all official Town records; to record official minutes of Town Commission/Board meetings; to assist in facilitating all Town Board/Commission meetings; to coordinate municipal elections with the County Supervisor of Elections.

**ESSENTIAL DUTIES**

* Supervises office and clerical work for the Office of the Town Manager including the preparation of certain documents for Commission and Board meetings.
* Responds to inquiries handled by the department, Town Commission, and the Town Manager and Assistant Town Manager
* Assigns clerical assistance to specific Town boards.
* Attends agenda meetings and official meetings of the Commission including, recording votes, and preparing, filing, and indexing Commission minutes, resolutions, ordinances, and agreements.
* Records and files official documents of the Town.
* Signs and certifies Town ordinances, resolutions, contracts, reports, and other documents, and transmits to appropriate officials or other persons requesting same.
* Arranges for legal publications as required.
* Maintains files of all Town contracts, insurance policies, and other important documents as needed.
* Coordinates municipal elections with the County Clerk; tabulates and records election returns.
* Accepts and certifies petitions for Council candidates, referendum, and initiative petitions.
* Acts as the custodian of records for the Town.
* Oversees the disposition of records according to the state general records schedule.
* Utilizes necessary computer applications.
* Attends seminars, workshops, conferences, and other training for professional development purposes.
* Develops and maintains working relationships with other Town Clerks on a state and national level.
* Performs related work as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of requirements concerning records retention and disclosure; administrative office functions and responsibilities, consistent with those performed in the Town Clerk's office; municipal legislative practices, governmental organization, and functions; modern office practices, procedures, and equipment.

Effectively develop, plan, organize, administer and supervise departmental activities; make independent decisions, demonstrate sound judgment, and exercise initiative when making recommendations, formulating policies, and carrying out duties; accurately analyze the historical value of documents or records and coordinate the Town archives; learn state and local election laws and procedures; follow oral and written instructions; prepare and present clear and comprehensive written reports; effectively manage records systems; read, understand, apply and comply with applicable local, state and federal laws, regulations and ordinances; work cooperatively and effectively with all agencies involved in Town Clerk activities; deal effectively and courteously with a wide variety of individuals and groups including Town Commission, Town management, community leaders, state legislators, associates, a wide variety of outside agencies, and the general public; communicate effectively, both verbally and in writing; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the Town’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**MINIMUM QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

* Preferred Bachelor's Degree from an accredited college or university related to public administration or office management.
* Two (3) years of local government experience
* Two (2) years of Town Clerk, Assistant Town Clerk or Deputy Town Clerk experience.

**Licensing/Certification**

Certification (CMC) from the International Institute of Municipal Clerks (IIMC) is preferred and must be obtained within four years of employment if not currently held.

**OTHER REQUIREMENTS**

**Working Conditions and Physical Abilities**

Office environment. May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

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

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**Signature Date**

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**Print Name**