

Title: Deputy City Clerk	FLSA: Non-Exempt
Department: Administration	Reports to: City Clerk

**Position Overview:** Performs complex professional and administrative work as Deputy City Clerk, planning, organizing. This position is designated as essential during emergency or disaster situations.

**Essential Job Functions**

- Provides administrative support to the City Clerk.
- Performs complex and confidential support services for the City Clerk.
- Attends Town Council, Planning Board and other meetings as assigned; takes and transcribes meeting minutes as assigned; assist City Clerk with processing of ordinances, resolutions, and other actions of the Council; assist with gathering information and prepares agenda packets for distribution.
- Prepares a full and accurate account of all actions taken at assigned meetings of City Council, Planning Board and other meetings as assigned.
- Assists City Clerk with public records requests, records management.
- Assist with providing separation of duties in the following functions: Monthly Bank Reconciliations, Payroll, Monthly Bank Reconciliations and Purchase Orders and Balancing of Procurement Cards.
- Assist Finance Officer with the budget process.
- Assist with the annual external audit process.
- Ability to apply leadership and the Town’s core values in the performance of duties.
- Performs work during emergency or disaster situations upon request and as assigned by City Clerk.
- Ability to search and write grants.
- Knowledge of Open Meetings Law.
- Processes and sorts daily mail.

**Requirements**

- High school diploma or GED with coursework in business administration, administrative support, marketing, or related field and moderate experience in an office environment that includes public contact work, or equivalent combination of education and experience.
- North Carolina Municipal Clerk (NCCMC) within three(3) years of hire.
- IIMC Certified Municipal Clerk (CMC) within three(3) years of hire.
- Possession of or ability to obtain Notary Public certification in the State of North Carolina within six(6) months of hire.
- May require possession of or ability to obtain specific licenses and/or certifications depending on departmental assignment.
- Possession of an appropriate driver's license valid in the State of North Carolina.

**Knowledge, Skills, and Abilities**

- Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures.
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
- Thorough knowledge of the principles and practices of a local government purchasing system.
- Ability to prepare informative financial reports.
- Ability to establish and maintain effective working relationships with elected officials, associates, vendors, and the general public.
- Knowledge of Laserfiche, Adobe Acrobat and Southern Software.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling,

pushing or pulling and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.