

Town of Laurel Park
Administration Department
Town Clerk/Deputy Tax Collector Job Description

Starting Salary: \$65,000-\$74,000 per year

An employee in this position serves as the primary administrative and clerical support for the Town Council and is a public official as defined by the NC General Statutes. Work is performed in accordance with the North Carolina General Statutes and Municipal Ordinances. Work is performed under the supervision of the Town Manager.

Essential Duties and Tasks

- Performs statutory Town Clerk responsibilities: serves as custodian of official town records, collaborates with staff to prepare meeting packets and related materials, attends all board meetings, prepares board minutes, coordinates the advertisement of public hearings, special and emergency meetings and maintains annual meeting schedule for the Town Council.
- Attends Town Council, Planning Board, Centennial Committee, and Parks and Greenways meetings and takes official minutes; files records and minutes as required by laws; maintains minute books and other official documents according to NC State Archives requirements; maintains minute indexes, ordinances, resolutions, and other official books; ensures on-going ordinance codification process and distributes updates to book holders.
- Prepares bi-weekly payroll in partnership with the Finance Officer.
- Fulfills and coordinates all public information requests according to the NC General Statutes.
- Provides administrative and professional support to the Town Manager, Mayor and Town Council including correspondence, document production, file management, coordination of training, and related tasks.
- Maintains and manages administrative files and records according to the NC Records and Retention Schedule adopted by the Town Council.
- Complies the bi-monthly Town newsletter.
- Responsible for administrating and maintaining the Town's website and social media pages.
- Participates with the Town Manager in framing the Town Council's vision and strategies for accomplishing organization initiatives; and advocates Town, Federal, State and regional cooperation where opportunities exist to further the Town's and region's goals.
- Represents and supports the Town Manager with the Town Council, employee and citizen group discussions, and meetings; and keeps the Town Manager informed about projects and issues of importance to the Town Council; provides the Town Manager with accurate and timely information to support decision-making and policy direction. The position requires discretion.
- Serves as deputy tax collector; oversees interest and tax payments for years prior to 2019
- Performs related duties as required.

Knowledge, Ability, and Skill

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing the statutory role of Town Clerk
- Considerable skill in document production including word processing at the desired speed and accuracy and the accurate preparation of minutes.
- Considerable ability to solve problems independently.
- Considerable knowledge of computer skills (MS Suite, etc.).
- Ability to establish and maintain positive working relationships with the public, department heads, government officials, and other town employees.
- Ability to research, write, coordinate, and monitor grants; ability to interpret, explain, apply, and enforce a variety of rules and regulations regarding grant requirements.
- Ability to communicate effectively both orally and in writing.

- Ability to compile information based on general instructions and record information.
- Ability to maintain and organize records and documents, both paper and electronic.
- Ability to learn new computer software and computer programs.

Requirements

- Must be able to physically perform the life support functions of stooping, crouching, reaching, lifting, walking, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and statistics, operate a computer, perform accounting duties, and do extensive reading.
- Valid NC driver's license.

Education and Experience

Bachelor's degree in public administration, public policy, or a related field and three years of related experience; or, an equivalent combination of education and experience. Master's Degree preferred.

Additional Requirements

- Ability to be bonded as required by GS-159-29.
- Ability to obtain IIMC Municipal Clerk Certification (CMC)
- Ability to obtain North Carolina Municipal Clerk Certification (NCCMC) Ability to obtain North Carolina Notary Public Certificate
- Ability to obtain Municipal and County Administration Certificate (UNC SoG)

How to Apply

Please submit a cover letter, resume, Town application, and three professional references.

(www.laurelpark.org/departments/employment)

Via mail:

Attn: Town Clerk Position
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

Via email: humanresources@laurelpark.org

Applications will be reviewed as they are received, and the position will remain open until filled. The successful applicant must pass a drug test and criminal background check as a condition of employment. The Town of Laurel Park is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.