

**Town of Elizabeth**

Job description

title: DEPUTY Clerk/RECORDS MANAGEMENT

department: Administration

reports to: Town CLERK

employment status: REGULAR full-time

FLSA STATUS: NON-EXEMPT

SALARY RANGE: GRADE 109 or as may be amended.

**Description:**

Under direct supervision of the Town Clerk, the individual in this position serves the public, elected officials and town departments by providing a variety of services and information. This position handles day-to-day aspects of records management, building permits, licensing, and preparation of meeting agendas, packets, and minutes. This position also performs complex bookkeeping duties involving financial record keeping and transactions including accounts payable, employee payroll and employee benefits processing. The Deputy Town Clerk position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgement, and professionalism.

**Duties:**

*The following duties* ***are not*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

* Assume the responsibilities, duties, functions, and authority of the Town Clerk in his/her absence.
* Serves as Clerk to the Planning Commission and other minor boards as assigned. Coordinates and prepares agendas and supporting materials including staff reports, public notification, meeting minutes, and website content. Serves as backup Clerk for the Board of Trustees in the absence of the Town Clerk.
* Maintains a variety of documents in accordance with the Colorado Municipal Retention Schedule and manages scanning and maintenance of Town’s electronic and paper permanent records database. Works with all departments on records management and develops a standardized records system for the entire organization.
* Provides information in response to internal and external requests for records and information (CORA and otherwise); disseminates information in keeping with town practices, and in close collaboration with the Town Clerk and Town Administrator’s Office.
* Works closely with the Community Development Department and the Building Official to issue and track Building permits.
* Works closely with the Town Clerk for Municipal Court, serving as backup Court Clerk as needed. Provides data entry and tracking for all types of offenses including traffic, municipal and juveniles. Provides information and forms to DMV for traffic offenses in a timely manner.
* Works closely with the Town Clerk to prepare and enter all payroll data for employees, verifying accuracy of timesheets from all departments. Records sick leave, vacation, and personal time usage. Prepares and transmits payroll data to the bank, meeting all payroll deadlines. Pays all transmittals to insurance and retirement accounts. Assists in processing payroll taxes and preparing quarterly reports, W-2 forms, and other year-end reports.
* Serves as backup for accounts payable, accounts receivable and utility billing as needed. Performs other accounting functions as requested.
* Assists with preparing and conducting municipal, coordinated, and special elections in accordance with established laws, ordinances, and procedures.
* Assists the departments in the processing of applications for various licenses and permits including business, liquor, special event, and dog licensing.
* Assists in the management and oversight of the Town’s website as necessary.
* Provides excellent customer service with clear, concise, and accurate information; follows up with customers as needed to ensure satisfaction and closure. Investigates and resolves non-routine and complex customer service issues requiring knowledge and understanding of various departments’ policies and procedures.

**Other Job Duties:**

* + Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
  + Counsels and gives advice to customers and the public; and
  + Perform other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

Knowledge of –

* Applicable Town, County, State and Federal statutes, regulations, ordinances, codes, policies, and procedures.
* Modern office practices, procedures, and equipment.
* Computer software applications to include Microsoft Office, Caselle, Laserfiche, and other networked computer functions.

Ability to –

* Maintain important records effectively and accurately, creating and maintaining an organized filing system.
* Produce quality and detailed work despite frequent interruptions.
* Establish and maintain effective working relationships with internal and external customers including elected officials, Town staff, vendors, and the public.

Skilled in –

* Accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
* Providing high quality customer service.
* Awareness of sensitive issues and an ability to maintain confidentiality.

**Minimum qualifications:**

* High school graduation or GED equivalent.
* Minimum three (3) years progressively responsible experience in a professional office environment with significant public contact.
* Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

# Special Requirements:

* Ability to obtain Notary Public Certification within six (6) months of starting employment.
* Ability to begin the process of obtaining Certified Municipal Clerk status within three years of starting employment.
* Ability to work occasional evenings to attend scheduled public meetings.

**Environmental and Physical Conditions:**

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee’s Signature |  | Supervisor’s Signature |
|  |  |  |
|  |  |  |
|  |  |  |
| Date |  | Date |