



Assistant Town Clerk

Administration

Position Purpose:

The purpose of this position is to perform administrative and clerical work in assisting the Town Clerk in discharging the duties of the office; and all other related work as required. This position will also assist the Police Department by maintaining all court records, provide docket management, and oversee the receipt of fees, fines and costs.

Supervision:

This position will primarily receive direction from the Town Clerk and the Police Chief; however, the Town Administrator may also provide some tasks.

Essential Duties:

- Welcome and greet customers and office guests
- Support Town Clerk with clerical tasks including business licenses, zoning, payments to vendors/customers, etc.
- Answer phones in a professional manner, answer citizen requests/questions and direct calls to appropriate persons or take detailed messages
- Receive, manage, and process payments from customers of Lockhart Power and Union Gas
- Assist customers and citizens with notary requests, copies and faxing
- Maintain accurate and detailed list of all sanitation customers and keep the sanitation staff aware of any changes that occur; this includes starting new service, as well as keeping a record of customers with special specific needs
- Attend Pacolet Municipal Court once a month to assist with any clerical work needed.
- Prepare the Law Trak monthly report and provide to the Town Clerk in order to release payment to the state.
- Assist with the setup of jury trials as well as inform attorneys and officers of notice of representation, including assisting officers with needed items and tasks pertaining to the court.
- Responsible for accepting payments for ticket fines.
- Receive Bond Court paperwork that is delivered and maintain it in a filing system.
- Prepare bench warrants, commitments, and discharge paperwork as necessary after each court date.

- Assist Town Administrator with community events which would include keeping records on vendors, scheduling committee meetings, and maintaining notes and information on current and past events
- Monitor and maintain office equipment and supplies; request repair or restocking when necessary
- Ensure office is kept clean and always organized

(The essential functions or duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Job Environment:

Work is performed under typical office conditions; however, during events and planning of events, some work may be outside. Performs duties while often being interrupted during the day. Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Recommended Minimum Qualifications:

High school education, associate degree preferred; a minimum of three years of experience in records management and/or experience in municipal government; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of office administration, secretarial practices, financial record keeping and automated office systems and procedures. This includes experience with Microsoft Suite Products (Word, Excel, PowerPoint, and Outlook). Excellent customer service skills are a must to be successful in this position.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May spend a large portion of shift sitting at the desk, with some standing at a counter. Lifts/moves objects weighing up to 25 pounds. Files and types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all equipment.