

TOWN OF LEWISVILLE

EMPLOYMENT OPPORTUNITY

Town Clerk – The Town of Lewisville, population 13,392, is seeking to hire a new Town Clerk. The current Town Clerk is retiring after serving 20 years in the position. The Town Clerk performs responsible statutory and administrative tasks for the Town Manager, the Mayor and Town Council. The position of Town Clerk is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Council meetings and for the publication, indexing, filing and safekeeping of the Council proceedings in accordance with general statutes and local ordinances. Work also includes serving as administrative support to the Town Manager, Mayor, and Town Council. Considerable tact, courtesy, and firmness are required in the dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, personnel laws and regulations, and standard office procedures governing the responsibilities of Town Clerks. The Town Clerk works under the general supervision of the Town Manager. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, responsiveness to citizens and Council members, and by conference.

Essential Duties and Tasks

- Serves as official custodian of all public records including ordinances, resolutions, contracts, agreements, and minute books; maintains Town seal; performs statutory responsibilities; executes legal documents by attesting to the proper signatures of the Town officials and attesting to their compliance with general statutes and local ordinances; certifies documents when required.
- Attends Town Council meetings and necessary committee meetings of the Council; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Council; coordinates agenda preparation, publication, and distribution with Town Manager; arranges for legal notices.
- Coordinates dates and times of official meetings for Town Council and multiple citizen boards and advisory committees; provides required public notification of public meetings.
- Prepares minutes for multiple boards and citizen advisory committees.
- Performs administrative duties for the Town Manager, Mayor and Town Council members by handling correspondence, public inquiries, and mail for these officials.
- Researches and compiles information as requested by the Town Council or Town Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.
- Prepares, composes, and types correspondence, letters, memorandums, and other directives for the Town Manager and other town officials.

- Arranges appointments, schedules, meetings, travel, and conferences for the Manager and Council; coordinates arrangements for receptions, retreats, and other functions.
- Performs a variety of office support tasks to help the administrative offices function smoothly and keep all related Town departments informed of actions which have an impact on them.
- Provides customer service work to the public.
- Assists applicants requesting various types of applications.

Knowledge, Skills and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks. Considerable knowledge of the organization and functions of Town government. Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents. Considerable knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition; considerable knowledge of computer applications and peripheries as utilized in a modern office environment including data bases, presentation, and spreadsheet software. Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies. Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken. Ability to communicate effectively in oral and written forms. Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public. Ability to handle confidential information appropriately. Ability to obtain Notary Public certification.

Desirable Education and Experience

Graduation from a two-year college with a degree in business, secretarial science, or related field and considerable experience in office management work preferably including some experience in the safekeeping and care of public records and/or high level executive assistant duties; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Ability to obtain Notary Public certification within one year of hire.
- Certification from the UNC School of Government as Town Clerk or ability to obtain within three years of hire.

Certification from the International Institute of Municipal Clerks a plus.

Total pay range: \$52,750 to \$79,125. Starting pay depends on qualifications. This is a full-time 40-hr a week position with weekend, holiday, and some evening hours as required. Excellent benefits including but not limited to health, dental, vision, retirement and supplemental retirement. Driver's license required. Pre-employment drug screen required. Background check required. Open until filled. Apply by Application to the Town of Lewisville, Attn: Town Manager, PO 547, Lewisville, NC 27023. Applications avail. by request by calling Town Hall at 336-945-1028 or online at www.lewisvillenc.net. EEO/ADA Employer.