

TOWN OF SHERIDAN CLERK JOB DESCRIPTION

This job description is not a contract but is only an understanding of what the position involves.

CLASS TITLE: Town Clerk

ACCOUNTABLE TO: Mayor

SUPERVISION RECEIVED: Works under the general supervision of the Mayor, who may assign additional tasks as needed.

SUPERVISION EXERCISED: None

SUMMARY OF WORK: The clerk is responsible for performing a variety of administrative and clerical tasks to support the efficient operation of government offices. This role requires a high level of accuracy, excellent organizational skills, and the ability to manage sensitive information with discretion. The Government Clerk will be responsible for maintaining records, processing documents, and providing general office support.

The clerk will have effective communication skills, both written and verbal, and the ability to work independently as well as part of a team. This position offers an opportunity to contribute to the public sector and make a positive impact on the community. The Government Clerk will interact with various departments and external stakeholders, requiring a professional demeanor and a customer service-oriented approach.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required.

EDUCATION: A high school diploma and as much as two years of vocational training in administrative management or closely related field. Two years of progressively responsible experience in municipal management, administration, business management or a related field is required.

KNOWLEDGE

- English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to manage sensitive information with discretion.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Strong customer service skills.
- Knowledge of government regulations and procedures is a plus.
- Ability to multitask and prioritize tasks effectively.
- Strong problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Professional demeanor and appearance.
- Willingness to learn and adapt to new tasks and technologies.
- Ability to maintain confidentiality.
- Strong people skills.
- Ability to follow instructions and procedures accurately.
- Flexibility to work in different departments as needed.

JOB DUTIES AND TASKS

- Responsible for preparing correspondence pertaining to job.
- Publishes notices of meetings and proposed ordinance changes as required by state and local law.
- Files reports in a timely manner with the appropriate local, state, and national offices.
- Generate and collects local utility bills from town residents.
- Deals with the public as he/she collects permit fees and other monies for the town.
- Record and edit the minutes of meetings, then distribute them to appropriate officials and staff members.
- Maintain, filing, safekeeping, and computerization of all municipal documents.
- Issue public notification of all official activities and meetings.
- Maintain and update documents such as municipal codes.
- Prepare meeting agendas and packets of related information.
- Prepare ordinances, resolutions, and proclamations so that they can be executed, recorded, archived, and distributed.
- Perform general office duties such as taking and transcribing dictation, typing, and proofreading correspondence, distributing, and filing official forms, and scheduling appointments.
- Coordinate and maintain office-tracking systems for correspondence and follow-up actions.

- Research information in the municipal archives upon request of public officials and private citizens.
- Collaborate with other staff to assist in the development and implementation of goals, objectives, policies, and priorities.
- Represent municipalities at community events and serve as liaisons on community committees.
- Issue various permits and licenses, including business and dog licenses, and collect appropriate fees.
- Provide assistance to persons with disabilities in reaching less accessible areas of municipal facilities.
- Provide assistance with events.
- Maintain and update records and files.
- Process and review documents for accuracy and completeness.
- Assist in the preparation of reports and presentations.
- Respond to inquiries from the public and other government agencies.
- Schedule and coordinate meetings and appointments.
- Manage incoming and outgoing mail and correspondence.
- Perform data entry and maintain databases.
- Provide general office support, including photocopying, faxing, and filing.
- Ensure compliance with government regulations and policies.
- Coordinate and manage special projects as assigned.
- Maintain confidentiality of sensitive information.
- Assist in the development and implementation of office procedures.
- Support the administrative needs of various departments.
- Prepare and distribute official documents and communications.
- Monitor and order office supplies as needed.
- Assist in the training and onboarding of new staff.
- Perform other duties as assigned.
- Backup for the finance department/treasurer

PHYSICAL DUTIES

The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending, and carrying light objects such as papers and books. Light physical duties which may include shoveling and custodian duties. No special physical demands are required to perform the work.

Employee Signature: _____ Date: _____

Supervisor/Mayor's Signature: _____ Date: _____