

TOWN OF CENTRAL

JOB DESCRIPTION

TOWN CLERK/ BUSINESS LICENSE OFFICER
(revised 10/14/2022)

OCCUPATION SUMMARY:

JOB GRADE: 1 5

Keep official Town records and minutes of meetings and administer the business license ordinance. Report to the Town Administrator. May exercise supervision over clerical and other staff as assigned.

Task Statements considered Essential Duties and Functions:

Duties as Town Clerk

Oversee or perform an accurate recording of the Council meetings, including preparation of minutes in proper legislative terminology. Record, index, and file minutes for public record and distribute information as requested.

Maintain Town code in current, up-to-date status by filling ordinances and resolutions of the council and overseeing the codification of ordinances annual into the Town code.

Serve as custodian of official Town records and public documents, such as annexations, titles, leases, insurance, petitions, and franchises; perform certification and recording for the Town as required on legal documents and other records requiring such certification; seal and attest by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Town certification; catalog and file all Town records.

Prepare and advertise meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Administer oath of office to public officials.

Perform Notary Public function for office.

Duties as Business License Officer

Maintain database of new and existing business licenses.

Perform audits of business licenses. Perform inspections of businesses to ensure they have appropriate licenses.

Make bank deposits as needed.

Serve as Town Records manager.

Review reports related to Worker's Compensation claims and general liability incidents. File insurance claims with Worker's Compensation.

Process titles, registrations, and licenses for all Town vehicles, and perform inventory on vehicles annually. Maintain Town Gas Cards.

Study management methods in order to improve workflow; simplify reporting procedures, or implement cost reductions. Study methods to improve work measurements or performance standards.

Review and answer official correspondence with Administration approval. Prepare a variety of studies, surveys, reports and related information for decision-making purposes, with Administration approval.

Analyze unit operating practices, such as record-keeping systems, forms control, office layout, suggestions systems, personnel and budgetary requirements, and performance standards to create new systems to revise established procedures. Prepare reports, including conclusions and recommendations for solution of administrative problems, with the approval of the Administrator.

Issue and interpret operating policies.

Perform various personnel duties, including S.C. State Retirement Plan. Benefits Coordinator: enroll employees and administer program. Maintain personnel files on all employees.

Maintain town insurance for property. Update yearly. Report all insurance claims and monitor progress.

Provide professional advice to supervisors. Present information to supervisors and general public with the approval of the Administrator.

Communicate official plans, policies and procedures to staff and the general public; provide public records and information to citizens, civic groups, the media and other agencies requested.

Assure that assigned functions are performed within budget. Reduce cost where possible. Monitor revenues and expenditures in assigned function to ensure sound fiscal control. Present annual budget request to Administrator. Ensure effective and efficient use of

budgeted funds, personnel, materials, facilities, and time.

Task Statements considered Marginal Duties and Functions:

Is required to fill other positions within the department and perform other duties as requested by the Administrator and Council.

Serve as assistant maintainer and processor of pay role.

Shall enroll in various job-related refresher courses/seminars to update job knowledge.

Attend seminars and workshops related to Town Clerk's duties and responsibilities.

May countersign Town checks for payments to all vendors on a timely basis.

May ensure the accuracy of payroll checks.

May interview job applicants, conduct orientation of new employees, plan training programs, and conduct exit interviews.

Assist Pickens County election commission in preparation of Town elections.

May assist in preparation of budget needs and annual reports of organization.

Type Council Member's and Mayor's correspondence. Make reservations and travel arrangements for meetings, seminars, and conventions.

Assist in the preparation of ordinances and resolutions as directed.

Accept claims for damages and other legal papers served on the Town.

Shall enroll in various job-related refresher courses/seminars to update job knowledge.

SPECIFICATIONS:

1. Necessary minimum knowledge, skill, and ability with this classification:

Working knowledge of the principles and practices of modern public administration. Extensive knowledge of office practices and procedures. Through knowledge of modern records management

techniques, including legal requirements for recording, retention, and disclosure.

Skill in operation of listed tools and equipment.

Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.

Ability to communicate effectively verbally and in writing.

Ability to plan, organize, and supervise clerical workers and assigned staff.

2. Special Requirements with this classification:

Notary public certification within six months.

Must have or be able to obtain certification by the IIMC.

Ability to obtain Municipal Clerk certification from the Municipal Association of S.C.

Valid State Driver's License or ability to obtain one.

3. Amount of education and experience usually associated with this occupation:

Bachelor's Degree in Business Management, or a closely related field.

Three (3) years of related municipal or town clerk experience.

Any equivalent combination of education and experience.

4. Tools and equipment used for this classification:

Typewriter, Personal Computer, including Word Processing, Spreadsheet and Data Base Software; Printer, 10-Key Calculator, Phone, Copy Machine, Fax Machine, Tape Recorder, Sorting Machines, Tabulating Machines.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, as well as adequate sight for safely operating a motor vehicle.

6. Environmental Work Conditions (Physical Surroundings and Hazards) usually associated with this classification:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of this job, the employee works solely inside the office. There are no environmental hazards indicated for this classification.

The noise level in the work environment is moderate in the office.

The duties listed above are intended only 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.