

**JOB DESCRIPTION**  
**Deputy Town Clerk**  
 Date of Last Revision: May 2021

 <b>WESTERYLY</b> Rhode Island	<b>DEPARTMENT</b>	Town Clerk		
	<b>REPORTS TO</b>	Town Clerk		
	<b>FLSA STATUS</b>	Exempt, Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Town Clerk, the Deputy Town Clerk is responsible for performing all of the clerical duties for Town Council.  
 The Deputy Town Clerk also acts as the Town Clerk in the Town Clerk's absence.

- ESSENTIAL JOB FUNCTIONS**
- Prepares agendas with backup materials for all Council meetings and types minutes of those meetings.
  - Uploads agendas and minutes to Secretary of State open meetings website.
  - Composes ordinances, resolutions, commendations, condolences, proclamations and correspondence.
  - Processes adopted resolutions and ordinances for distribution.
  - Prepares advertisements and notices for local media and town's web as required by state law, ordinance and charter.
  - Maintains town's web with Council information, including, but not limited to, board, commission and committee applications, public notices and advertisements and proposed ordinances.
  - Receives and maintains board, commission and committee applications.
  - Maintains On-Board registry of board, commission and committee members.
  - Prepares appointment certificates for new board, commission and committee members, forwards said appointments to the RI Ethics Commission, updates the appointment book, and notifies the committee chairperson.
  - Serves as the filing coordinator for the Secretary of State open meetings website.
  - Assists in the supervision of office staff.
  - Certifies official documents, administers oaths to appointed officials and serves as notary public.
  - Assists with the voter registration and election process and attends user group training in preparation for elections.
  - As backup to the Municipal Court Clerk, attends Municipal Court sessions and processes in-person and mail payments.
  - Assists in the main office when required, and with any other duties assigned by the Town Clerk.
  - Notary Public.

- ADDITIONAL JOB FUNCTIONS**
- Assists with genealogy research as required.
  - Maintains professional memberships and continues training and education through IIMC and RITCCA, which includes attendance at related meetings, seminars, and conferences.
  - Maintains safe working conditions and reports any incidence which might conflict with Town safety procedures and policies for the Clerk's Office.

- Other duties and projects as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### **KNOWLEDGE of:**

- The organization and various functions of the Town Clerk's office and practices and procedures used in performing said duties.
- Modern municipal administrative methods.
- The basics of voter registration and the election process, as well as the Municipal Court process.
- Principles and practices of business correspondence.

#### **SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

#### **ABILITY to:**

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend council meetings when required, as well as during an election period.

### **MINIMUM POSITION REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

- High School Diploma, supplemented by a College Degree, or an Associates' Degree, or a Degree or Certificate in Paralegal Studies, or course work in Management, Public Administration, Law, or commercial studies, or related field.
- Minimum of three (3) years of experience in performing responsible complex and administrative duties in an office environment.
- Minimum of one (1) year of experience in a supervisory or management role.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

#### **LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is required within three (3) years of hire.

- Following the award of CMC, academy courses should commence toward the award of Master Municipal Clerks certification (MMC).
- RI Notary Commission or ability to obtain one within six (6) months of hire.

#### **ENVIRONMENTAL AND PHYSICAL DEMANDS**

##### **ENVIRONMENTAL DEMANDS *including:***

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

##### **PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*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.*