



Job Description

Town of Westerly

Job Title:	Deputy Town Clerk								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Clerk			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for performing all of the clerical duties for Town Council. This position is also responsible for ensuring that elections are successfully conducted in compliance with state and local laws. This position also acts as the Town Clerk in the Town Clerk's absence.

Position Summary:

This is a broad-banded position and incumbents may either be assigned to any division of the Town Clerk's office. Incumbents may not perform all of the essential functions listed below, as they are based on their specific assignment.

Essential Functions:

1. Prepares agendas with backup materials for all Council meetings and types minutes of those meetings.
2. Composes ordinances, resolutions, commendations, condolences and proclamations as well as all correspondence relating to council materials.
3. Processes adopted resolutions and ordinances for filing and distribution to the proper locations.
4. Composes correspondence to internal and external stakeholders.
5. Prepares advertisements and notices for local media and town's web as required by state law, ordinance and charter.
6. Maintains town's web with all Council information, including, but not limited to, board, commission and committee applications, public notices and advertisements.
7. Maintains board, commission and committee applications and related correspondence.
8. Maintains On-Board registry of board, commission and committee members.
9. Serves as the filing coordinator for the open meetings website.
10. Assists in the supervision of office staff.
11. Acts as the Town Clerk in the Town Clerk's absence.
12. Certifies official documents, administers oaths to appointed officials and serves as notary public.
13. Verifies invoices, maintains spreadsheet, and prepares resolutions for payment of legal services.
14. As Clerk to the Board of Canvassers, attends all board meetings, records the proceedings of same, and types minutes of the meetings.
15. Prepares and processes all documents necessary to conduct an election.
16. Obtains caterer to provide food for election official during elections.

17. Secures polling locations and sets up same; notifies election officials of their assignments and conducts training as needed.
18. Prepares poll books, warrants, and coordinates with other departments as necessary.
19. Maintains voter records and updates with changes by entering information into the central voter registry system.
20. Processes the jury commissioner list and the national change of address notices and maintains the Town's web with all election information.
21. Attends user group training in preparation for elections.
22. Assists with other departmental division as assigned.
23. Processes in-person payments and mail and attends municipal court sessions.
24. Answers phone calls and walk-in questions from the public.
25. Prepares payroll for the department and assists in preparing the annual budget.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Maintains spreadsheets for various services utilized by the Town Clerk's office.
3. Assists with genealogy research as required.
4. Maintains calendar for meetings/events as required.
5. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in paralegal studies, public administration, business administration, or related field.

Experience:

Five years of experience in performing responsible complex and administrative duties in a medium to large office environment.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principles, practices, laws, regulations and procedures of the operational characteristics, services, and activities of a Town Clerk's Office.
- Advanced knowledge of modern municipal administrative methods.
- Expert knowledge of rules and regulations governing local municipal elections.
- Working knowledge of principles and practices of business correspondence.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing municipal operations.
- Manage various computer applications including Excel and Word.

Licenses & Certifications:

Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is highly desired and will be required within three years of employment. Following award of CMC, academy courses should commence toward the award of Master Municipal Clerks certification (MMC).

Possess a valid driver's license.

Possession of a Rhode Island commission as a notary public is highly desirable and will be required upon employment.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			x	
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders			x	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)		X		

<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds	X			
More than 100 pounds	x			
<i>Noise Level in the Environment</i>				
	Very quiet		Quiet	
x	Moderate Noise		Loud Noise	
	Very Loud Noise			

<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts			x		
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
x	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.