

## **POSITION DESCRIPTION**

Class Title: Deputy Clerk - Administration

Department: Administration

Worker's Comp Group No.: 054

Date: November 1, 2021

### **GENERAL PURPOSE**

Administrative professional who has experience to perform routine and complex clerical and secretarial work in keeping official records, provide secretarial support to various staff members and assist with the standard operating policies and procedures of the department.

### **SUPERVISION RECEIVED**

Works under the supervision of the Town Clerk. In the Town Clerk's absence, works under the supervision of the Chief Deputy Clerk.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs routine clerical and secretarial work in answering phones, receiving the public, scheduling appointments and providing customer assistance.

Provides clerical assistance to the Town Manager, the Assistant Town Manager, the Town Clerk and the Town Attorney. Provides clerical assistance to other Department Heads, as needed.

Composes, types and edits a variety of correspondence, reports, meeting minutes and other material requiring judgment as to content, accuracy and completeness. Inputs data to standard office and department forms.

Serves as Secretary to the Tree Advisory Committee (TAC). Prepares and disseminates meeting packets, attends meetings, prepares meeting minutes and performs other various tasks as needed by the Committee.

Serves as Secretary to the Building Code Appeals Board (BCAB). Prepares and disseminates meeting packages, attends meetings, prepares minutes and performs other various tasks as required by the Board.

Serves as Secretary to the Board of Zoning Appeals (BZA). Prepares and disseminates meeting packages, sends required notices to appropriate individuals, attends meetings, prepares and indexes minutes and performs other various tasks as required by the Board.

Serves as Secretary to the Wytheville Industrial Development Authority (WIDA). Prepares and disseminates meeting packages, attends meetings, prepares minutes and performs other various tasks as required by the Board.

Assists with preparation and assembling of Town Council meeting packages and Town Council Work Session meeting packages. Types Work Session minutes, as needed.

Serves as filing clerk for Administration Department.

Performs various duties in the Chief Deputy Clerk's Office, as needed.

Updates the brush collection guidelines/information and ensures it is posted on the Town website and sent to the media.

Accepts applications for annual permits to hunt on Town owned land, composes notice to news media and issues appropriate number of permits.

Maintains current list of Town staff telephone and radio numbers.

Makes reservations for vehicles assigned to the Municipal Building and maintains maintenance logs for the vehicles.

Maintains the Town scrapbook of articles from the newspapers.

Maintains Town Code books for various departments, as needed.

Operates listed office machines as required.

Opens and processes incoming mail.

## **PERIPHERAL DUTIES**

Attends Town Council and Planning Commission meetings, if needed.

Other duties as may be assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; and,

(B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

## **Necessary Knowledge, Skills and Abilities:**

(A) Working knowledge of Microsoft Office software is required, as well as basic knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of office tools and equipment.

(C) Ability to be highly organized; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to manage stressful situations.

## **TOOLS AND EQUIPMENT USED**

Phone system; personal computer including word processing software; copier/scanner; postage machine; fax machine; base radio; calculator; digital recording system.

## **PHYSICAL DEMANDS**

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.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

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 with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the diverse 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.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: November 1, 2021