**Job Description – Town Clerk**

**Revised: 11/17/2022**

Purpose: To assist the Town Manager in general office duties.

Essential Duties and Responsibilities are as follows:

* Provide customer service to residents
* Process/distribute incoming mail and packages
* Filing/answer phone calls/take messages
* Be familiar with Town Charter/Ordinances/Resolutions/Codes
* QuickBooks – Accounts Payable: entering and paying bills, print checks
* QuickBooks – Accounts Receivable: process monies received from various incomes
* Receipt and disbursement of funds (taxes, misc. income and water/sewer bills)
* Prepare and make bank deposits
* Reconcile bank statements
* Prepare monthly/quarterly/annual reports as needed
* Invoice personal property and/or corporate taxes, mail and track payments
* Prepare and mail quarterly water/sewer bills
* Prepare and mail late notices for water/sewer bills
* Prepare shutoff notices for water/sewer bills
* Prepare and process work orders
* Setup new water/sewer bill accounts as needed
* Do welcome packets-mail and/or hand out to new residents
* Provide employment applications when requested
* Assist with yearly budget preparation
* Assist with yearly election preparation as needed
* Sell boat ramp permits/dog licenses for county
* Process yard sale permits with regulations
* Process Park Pavilion/Meeting Room Rental agreements
* Do quarterly newsletter
* Building Permits – process/issue/log/track
* Special Event Permits – issue applications and permits
* Business Licenses – issue annual letters for program plus issue new/renewal licenses/log payments
* Rental Licenses – issue letters and applications/do inspections/follow-up with landlords/process and issue new and/or renewal licenses/log payments
* Assist with town events as needed
* Design flyers for events as needed
* Notary duties

Supervisory Responsibilities: None

Qualifications

* High School Diploma/GED
* Secretarial experience
* QuickBooks experience
* Typing skills
* Ability to work independently

Physical Demands:

* Ability to lift up to 20 pounds
* Ability to sit at a computer/desk for several hours at a time

Work Environment:

* Office setting/Indoors