

Job Description

Position: TOWN CLERK
Department: Administration
Reports To: Mayor

Job Summary:

To prepare and maintain all Council records and other official municipal documents, issuance of various licenses and permits and recording of various documents and vital statistics. Work involves extensive public contact in collecting various files and providing information and in issuance of licenses. Work is performed in accordance with the charter, ordinances, and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

This position is appointed by the Mayor and Council and serves at its pleasure.

Job Activities:

- Coordinate and report directly to Mayor on clerical and Town needs.
- Answers telephone, answers or refers inquiries, greets, and directs visitors.
- Receives and records monetary transactions for public utilities or other services. May also post data to accounts, balance receipts and disbursements, and prepare bank deposit slips
- Responsible for day-to-day computer operations and for creating and maintaining backup files for all operating systems
- Serves as Filing Officer for all required elected official disclosure forms and documents
- Review and execute a variety of Local, State, and Federal required filings
- Performs specialized administrative duties including purchasing supplies, materials, and equipment of the desired grade and quality at prices favorable to the Town
- Maintain telecommunications system
- Respond to public requests for information on zonings, building permits, business licenses, and other requests for public information
- Prepares agenda and minutes of the proceedings of all Town Council and Public Hearings
- Serves as Parliamentarian for all council meetings
- Maintains and preserves all permanent Council and other Town records
- Research any needed information for Mayor and Council
- Prepare and submit press releases and placement of advertising, legal notices required by law to area newspapers and publications on the designated times
- Handle arrangements for renting of community center and park
- Assists Mayor as necessary
- Performs other duties as apparent or assigned

Job Requirements:

- Thorough knowledge or ability to rapidly acquire and assimilate knowledge of the provisions of the Town Charter, Town ordinances, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials, and the public
- Thorough knowledge of modern office procedures, practices, and equipment
- Computer, word-processing, spreadsheet, and graphics proficiency
- Effective verbal and written communication
- Work in public relations role
- Direct contact with individuals/organizations that influence firm reputation
- Organize and present paperwork for local, state, and federal filings
- Work under frequently changing priorities
- Able to work independently and be self-directed with regular contact with the Mayor
- Clerical/organizational techniques
- Knowledge of accounting and clerical skills

Minimum Qualifications:

- Considerable experience in clerical work of a responsible nature including experience with public contact
- High School graduation supplemented by courses in accounting, business education, office procedures, and computers
- Must complete Clerks Mandated Training from the Georgia Municipal Association
- Should be a certified Town Clerk or capable of being certified

Preferred Qualifications:

- 3-5 years in state, county, or local government
- Post-secondary degree (or equivalent)
- GMA City Clerk Certification (or equivalent)

Please note the following:

This position posting will be open until filled.

To apply, please email application and resume to: sharpburg@sharpburg-ga.gov

Due to the volume of submissions, only those selected for an interview will be contacted.