

TOWN OF PEGRAM

TOWN CLERK

DEFINITION

This employee assists in the daily operation of Town Hall and the administrative functions of the Town under the general direction of the Town Recorder.

A. ESSENTIAL FUNCTIONS OF THE JOB

- 1) Assists Town Recorder in the daily operations of Town Hall.
- 2) Transcribes and prepares minutes of meetings.
- 3) Receives money and provides receipts to customers.
- 4) Maintains files and reports.
- 5) Reconciles utility billing on a monthly basis, if applicable.
- 6) Processes and follows up on work orders and complaints.
- 7) Processes correspondence.
- 8) Processes work orders.
- 9) Collects department reports for monthly Board of Mayor and Aldermen meetings.
- 10) Assists residents with questions and concerns.
- 11) Operates and answers telephone, takes and delivers messages, and properly handles encounters with the public.
- 12) Assists all departments with administrative functions.

B. RELATED DUTIES

- 1) Provides office support for Town Recorder, including, but not limited to, typing correspondence, preparing notices, and purchasing supplies.
- 2) Processes governmental reports.
- 3) Fulfill Town Recorder's duties in his/her absence.
- 4) Performs other duties as required and assigned by the Department Head, Personnel Supervisor, and/or Board of Mayor and Aldermen.

C. KNOWLEDGE AND ABILITIES

- 1) Familiarity with State and Municipal laws, the Municipal Charter and Town rules and regulations.
- 2) Knowledge of modern office procedures.
- 3) Proficient computer skills.

- 4) Maintenance of effective working relationships with the governing body, Town boards, commissions and committees, the public, subordinates, and other employees.
- 5) Excellent communication and writing skills.

D. QUALIFICATIONS

- 1) High school diploma or equivalent.
- 2) Ability to be bonded.
- 3) Ability to complete data entry, use 10-key calculator, and operate modern office equipment.
- 4) Proficient computer skills.
- 5) Excellent communication and writing skills.
- 6) Basic experience in accounts payable, accounts receivable and monetary exchange.
- 7) Valid Tennessee Driver's license.
- 8) Must pass drug screen and background check, and cannot have conviction of crime of dishonesty.

EQUIPMENT /JOB LOCATON

The employee will operate a computer, typewriter, fax machine, copier and other modern office equipment. The employee typically works in an indoor environment.

PHYSICAL REQUIREMENTS OF POSITION

- Ability to sit for extended periods of time.
- Ability to intermittently stand or stoop throughout the workday.
- Ability to lift light objects (less than 25 pounds) frequently.
- Ability to lift heavy objects (more than 25 pounds) infrequently.
- Ability to work in an indoor office environment.
- May be exposed to dust, fumes, and hazardous cleaning chemicals.