

Job Description

JOB TITLE: Deputy Town Clerk **DEPARTMENT:** Administration

REPORTS TO: Town Clerk

HOURS: Works as required to perform job responsibilities
This is a non-exempt position

GENERAL PURPOSE:

Under direction of the Town Clerk, performs a variety of clerical duties in support of the Town Clerk's Office including records management, CORA requests, administer of short-term rental program, business licensing, meeting preparation and meeting minutes as needed, election duties, risk management, website administration, customer service and assisting with general administration. There is regular interaction with the public including contact in person, by telephone, and via email. May also serve as acting Town Clerk when assigned. Works under the direct supervision of the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other nonessential or auxiliary duties required. The Town of Fraser retains the right to modify or change the duties or essential functions of the job at any time.)

- Records Management, organize, file, maintain records and assisting with the disposal of records that have met the required retention period.
- Researching, locating, and retrieving documents in response to Colorado Open Records Act requests
- Administer the short-term rental program and business licensing in accordance with the town code and ordinances.
- Support Town Clerk in preparing Town Board meeting agendas and packets, transcribing minutes, notifying participants of their scheduled appearance before Town Board, and setting up the board room before scheduled meetings.
- Attendance at Town Board and Planning Commission meetings during evening hours as required. Manage meeting audio and visual streaming.
- Manage the Safety Committee, schedule meetings, take and transcribe minutes and/or to lead the meeting as assigned. Scheduling training for all departments as requested.
- Meet the Risk Control standards to establish and maintain a comprehensive risk management program.
- Assists with walk-in reception to Town Hall and directs customers as appropriate.
- Supports the Town Clerk with election duties and special projects as assigned.
- Provide Notary Public Service to the Staff, Board, Commissions and Public.
- Performs the duties of the Town Clerk in the absence of the Town Clerk.
- Communicate effectively in person, over the telephone, and in writing, assisting when able or transferring the call when unable.

OTHER DUTIES AND RESPONSIBILITIES:

- In the absence of the Town Clerk, provides information to the public, civic groups, and government agencies.
- Manages a limited amount of time and prioritizes work to ensure that all essential duties completed correctly, accurately, and on time.
- Provides excellent internal and external customer service by responding to public inquiries in a professional manner, both written and verbal, provides assistance and support to the Town Clerk, Town Board, Town Manager and others as assigned.
- In the absence of the Town Clerk, administers the Oath of Office to Town Board and Police Officers.
- Continually seeks to improve job skills through education and training

DESIRED MINIMUM QUALIFICATIONS:

The employee in this position must possess the following knowledge, skills, and abilities:

- The ability to maintain confidentiality and exercise sound judgement is imperative.
- General knowledge of office management procedures, records management, filing systems, and office correspondence.
- Ability to operate office machines and personal computers, including word processing, database and spreadsheet programs, calculator, copy machine, fax machine, a multi-line phone system, recording software and equipment and all software pertinent to the Clerk's Office.
- Knowledge of business English and spelling; ability to produce quality written documents that deploy a professional appearance.
- Outstanding attention to detail and organizational skills.
- Ability to understand and follow both written and verbal instructions and to work under both close, general, or no supervision depending upon the nature of the assignment.
- Knowledge of records retention and management procedures. The ability to accurately file numerically, alphabetically, alphanumerically, chronologically and use the record management database.
- Ability to establish effective relationships with other departments as well as with community associations, business contacts, civic organizations, and various other groups and individuals.
- Knowledge of risk management and safety practices.
- Must have the ability to deal tactfully and communicate effectively in a clear and concise manner, both verbally and in writing, with employees, elected officials, appointed committee members and the public.
- This position requires a thorough knowledge of the Town Code, ordinances, resolutions and other laws, rules, regulations, and policies pertaining to municipal government.
- Must be able to work evening hours.
- Must be able to demonstrate team leadership and management skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations.
- Should possess good decision and critical thinking skills.
- Must demonstrate sound work ethics as well as being consistent and fair.

EXPERIENCE, EDUCATION, AND TRAINING:

- High school diploma or equivalent.
- Two years of experience in a clerical work environment.
- Municipal experience and strong records management skills preferred.

LICENSES/CERTIFICATIONS

- Notary Public Commission or the ability to obtain such commission once hired.