



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

TOWN CLERK

General Statement of Duties

Serves as the Town Clerk preparing, overseeing, and participating in the maintenance of official municipal records and documents; provides advanced administrative support work for Mayor and Town Council, Administration Department and other departments as directed.

Distinguishing Features of the Class

An employee in this class is responsible for the preparation, maintenance and safekeeping of official public records. Work involves the statutory responsibility for keeping the minutes of the Council meetings and other meetings as directed, and for the publication, indexing, filing and safekeeping of Council proceedings in accordance with general statutes and local ordinances. Work also includes tracking Council appointments in coordination with the Deputy Town Clerk; assisting the public with document research, correspondence and agenda preparation, and performing research on various topics. Considerable tact, courtesy, and firmness are required in the dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, and standard office procedures governing the responsibilities of Town Clerks. Work is reviewed through observation, review minutes, documents, files, and records for accuracy, ongoing maintenance, completeness, and compliance with NC General Statutes.

Duties and Responsibilities

Essential Duties and Tasks:

- Participates in the statutory responsibilities of Town Clerk; serves as official custodian of town records, contracts, agreements, and other documents; maintains records in accordance with record retention rules
- Provides Notary Public services to Town and citizens
- Preparation of agendas and meeting materials; tracks items due from one meeting to the next; properly advertises meetings
- Prepares minutes, sends notices and agenda information to the Town Council, Planning Board, Board of Adjustment, and other Boards as directed
- Prepares public notices for meetings, committee vacancies
- As directed, provides administrative support work for Mayor and Town Council
- Prepares and files closed session minutes
- Manages calendars for Town and Council; makes travel and training arrangements for Council
- Maintains technology at the Jernigan building and for Council

- Maintains contracts for IT services, printers, copiers and telephones
- Maintains spare keys to all Town vehicles

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of municipal clerks and related municipal procedures.
- Thorough knowledge of the organization and functions of municipal government.
- Considerable knowledge of computers and office software including word processing and spreadsheets.
- Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official municipal records and documents.
- Considerable knowledge of standard modern office management and administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition.
- Considerable knowledge of the application of office hardware and software technology.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to express oneself effectively in oral and written forms.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to establish and maintain effective working relationships with employees, Town officials, and the public.
- Ability to handle confidential information in an appropriate manner.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, kneeling, crouching, reaching, walking, talking, hearing, and repetitive motions.
- Must be able to perform light sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently and constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Desirable Education and Experience:

- High school diploma or GED with coursework in business administration or office technology and moderate experience in office management preferably including some experience in the safekeeping and care of public records; or an equivalent combination of education and experience.

Special Requirements:

- Ability to obtain Certificate as a Municipal Clerk from the Institute of Government within two (2) years
- Possession of Notary Public.
- Possession of a NC Driver's License.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.