



Assistant/Deputy Town Clerk

EEO Class Code: Office/Clerical

Union Status: Unclassified

FLSA Code: Non-exempt

The Town of Pembroke Park Job Description

Department: Town Clerk

Supervises: N/A

Position Reports To: Town Clerk

Sworn: No

Job Specifications

NATURE OF WORK

The position of Assistant/Deputy Town Clerk provides administrative support to the Town Clerk and oversees the department in the absence of the Town Clerk. Performs transcription of minutes, document management of official Town records, and tracking public records requests.

ESSENTIAL FUNCTIONS

Tasks required of those in the position of Assistant/Deputy Town Clerk include, but are not limited to:

- Provides advanced administrative and clerical support to the Town Clerk and Town Commission as needed.
- Assists the Town Clerk in Town Boards and Committee meetings, as needed. Tasks include recording attendance, audio, preparation of minutes and agendas, and distributes meeting materials as needed.
- Assists the Town Clerk in preparation and finalizing of Commission agenda packets and their distribution.
- Prepares Commission Chambers prior to meetings as needed by Town Clerk.
- Prepares standard sign-in, voting record and other forms for use during Town Commission and other meetings.
- Attends Commission Meetings in the absence of the Town Clerk.
- Assists the Town Clerk and other departments with enhancement and implementation of a comprehensive Town records retention and disposition program in accordance with State records schedules and municipal requirements.

- Assists with determining proper categorization of records, location for optimal access, most effective form of retention and process records appropriate for disposition.
- Gather and assist in obtaining information for responses to public records requests and maintain the record of such requests.
- Maintains centralized files of executed Town contracts, agreements, and other related documents for public records request only.
- Assists in performing activities connected with municipal elections.
- Advises the Town Clerk of Board and Committee vacancies and advertise openings. Distribute, accept, and process Board and Committee applications. Assists in the preparation and distribution of informational packages to newly appointed members.
- Handles municipal correspondence as directed by the Town Clerk.
- Oversees department in the event of the Town Clerk's absence.
- Assists in the preparation of legal advertisements and public notification letters for public hearings; notarize documents, certify copies in the absence of the Town Clerk.
- May be required to attend Town events, activities and emergencies as needed.
- Support other Administration Department personnel as assigned, including serving as the Receptionist for Town Hall.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development.

- Considerable knowledge of governmental laws and documents such as Town Charter, Code of Ordinances, and policies and procedures.
- Working knowledge of legal requirements, rules of order and procedures of Town Commission meetings.
- Working knowledge of municipal government organizations, functions, and activities, including election laws and procedures and records management requirements.
- Working knowledge of the principles and practices of modern public administration.
- Working knowledge of research methods.
- Considerable knowledge of the use of computers for varied applications.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to exercise judgment and initiative in the performance of work.
- Must be able to work independently.
- Must be able to receive information and transcribe such information accurately.

MINIMUM REQUIREMENTS

- Associate's Degree in Public Administration, Business Administration, Political Science, Public Policy, English, Law or a related field.
- Two (2) years or more experience in an administrative/clerical capacity.
- An equivalent combination of skills, education, and experience may be considered.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administrative, Political Science, English or a related field.
- Previous government experience.
- Experience taking minutes during organizational/company meetings.
- Paralegal, records management, and public administration experience.
- Currently possess or in the process of obtaining Certification Municipal Clerk (CMC).
- Notary or eligible to become a notary.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period of time.
- May be requested to work overtime and weekends for special Town events, projects, and emergencies.