

# LAUDERDALE-BY-THE-SEA JOB DESCRIPTION

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## DEPUTY TOWN CLERK

### GENERAL DESCRIPTION OF THE CLASSIFICATION:

This is a confidential professional position which involves responsible support, technical, research, and public interaction work of average difficulty. The Employee has responsibility for serving as an assistant to the Town Manager on a wide variety of tasks, including secretarial duties, and assists the Town Clerk in preparing Commission agendas, researching Town records, recording and maintaining the official records of the Town, and assist in the preparation for elections.

Incumbent may supervise subordinate professional, technical and clerical personnel. The employee exercises reasonable initiative and independent judgment to accomplish assigned projects. The employee works under the direction of the Town Clerk and Town Manager who review work in progress and upon completion, via conferences with the employee, and by examination of work products.

### EXAMPLES OF WORK PERFORMED

May act as Town Clerk in Town Clerk's absence.

Provides secretarial support to the Town Manager and fulfills assignments of varied nature from the Town Manager.

Manages the citizen complaint and inquiry system, receives and assigns incoming citizen complaints or inquires to the appropriate staff member, follows up to assure the issue was resolved timely and satisfactorily and that the citizen has received an adequate response.

Files, indexes and cross-indexes, alphabetically or numerically, Town Ordinances, resolutions, minutes and variety of other documents.

Coordinates elected official's requests.

Prepares correspondence, reports, legal notices, and documents and forms for elections.

Responds to requests for information; searches files for a variety of source material.

Prepares certifications for resolutions, ordinances, minutes and other documents.

Responsible for contract administration for a variety of contracts for goods and services. Monitors contracts for compliance with required signatures, insurance and other documents, timely notices to renew or terminate the contract, receipt of periodic reports or information required by the contract, notice to department in charge of the contract of pending termination dates.

*Job Description – Deputy Clerk*

Provides backup support to Town Hall front counter personnel.

May assist the Town with applying for grants, including research, application and grant administration.

May prepare cash receipts for deposit; interface cash receipts to general ledger system; prepare entries and posts to accounts.

Performs other duties as assigned by the Town Clerk and Town Manager.

**TRAINING AND EXPERIENCE**

High school diploma, GED, or other certificate of competency supplemented by five (5) years of progressively responsible experience in secretarial or administrative work required;

A candidate who has successfully graduated from an accredited college with a bachelors' degree in business, English, public administration, business administration or other related field may substitute for two (2) years' work experience.

Local government experience and a college degree preferred.

**KNOWLEDGE, ABILITIES AND SKILLS**

Proficiency in WORD, EXCEL at a medium level required.

Knowledge of modern office practices and procedures.

Knowledge of shorthand or other transcription techniques very helpful.

Ability to read and interpret municipal codes and ordinances.

Knowledge of applicable State and Federal laws regarding record retention.

Ability to communicate clearly, orally and in writing.

Ability to interact with members of the public in a courteous, helpful, and tactful manner.

Ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, Town officials and the general public.

Ability to communicate information tactfully and impartially.

Ability to prepare high quality summary minutes of discussions.

**PHYSICAL, SENSORY & ENVIRONMENTAL DEMANDS**

The tasks described herein are primarily sedentary, with occasional walking, bending, light lifting. Some tasks require sight, visual perception and discrimination. Some tasks require oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions.

REVISED 10/4/2011  
FLSA: EXEMPT

PAY GRADE: 117