

**The Town of Sims invites application for the full-time position of:
Town Clerk**

Under supervision of the Town Administrator, performs a complex variety of professional administrative work assisting the Town Administrator, Council, and Department Heads in handling multiple duties; maintains the official municipal records of the Town; performs all duties as required by law; performs related work as required.

Primary Tasks:

- Serves as official secretary for the Town Board, Planning Board, and Board of Adjustment; prepares meeting agendas under the supervision of the Town Administrator and related supporting materials; attends all meetings of said Boards, drafts minutes for Board approval, and answers inquiries regarding Board action.
- Responsible for recording meeting proceedings; signs, certifies, and preserves all town minutes, ordinances, resolutions, contracts, reports, and other documents in accordance with general statutes and local ordinances.
- Serves as custodian of the official seal and public records of the Town.
- Works with and responds to various records and general information requests from citizens, community groups, and other agencies.
- Assists with various special events and projects including community events which involve detailed and extensive planning and community involvement, as assigned.
- Handles an assortment of issues as assigned by the Town Administrator and Board of Commissioners; provides quick results, positive resolution, and excellent public relation and customer care skills.
- Coordinates with other department work orders and ongoing issues, as assigned.
- Reviews, prepares and/or processes various records and reports, council agenda/work session items, budget documents, memorandums, daily/monthly reports, and correspondence with citizens and organizations.
- Reviews and completes and/or schedules citizens' various records and general information requests.
- Refers to databases, general statutes, local ordinances, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc. and assist with keeping references to said documents up to date.
- Interacts and communicates with various groups and individuals such as the Town Administrator, Mayor, Town Board, staff members, appointed boards and committees, engineers, contractors, architects, and the general public.
- Operates a variety of office equipment such as telephones, copiers, fax machine, desktop computer, printers, file server, etc.
- Serves as principal billing and collections clerk for the Town.
- Train and supervise the Office Assistant to be the substitute billing clerk when needed.
- Responsible for accurately billing citizens for electric, water, sewer and garbage/recycle services.
- Responsible for billing and collection of annual business license.

- Receives and responds to customer inquiries, requests and complaints.
- Works with and responds to various requests from citizens, community groups, and other agencies.
- Handles an assortment of issues as assigned by the Town Administrator and Finance Officer; provides quick results, positive resolution, and excellent public relation skills.

Additional Job Functions:

- Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, compiling data for reports, entering computer data, attending and conducting meetings, reviewing correspondence, etc.
- Answers telephone and walk in questions and requests.
- Administers oaths of office as required.
- Performs related duties as required.

Operating Knowledge of Equipment Required: Automobile, computer, copier and other office equipment as required.

Character:

- Adhere to sound and accepted moral practices
- Have no criminal history other than minor traffic violations

Reporting Relationship: This position reports to the Town Administrator.

Qualifications of Class:

Education: Preferred graduation from two-year college or associates degree in public or business administration, management, or related field. Considerable and responsible experience and related certification courses in municipal administration may be substituted for college degree.

Experience: Experience of an increasingly responsible nature in municipal administration; preferably some experience in local government finance and accounting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills, and Abilities:

- Good knowledge of financial and accounting skills
- Good knowledge and demonstrated computer and software skills, especially in Office Suite software and accounting software.
- Thorough knowledge of the principles and practices of public administration.
- Demonstrate good organizational skills.
- Demonstrate good public relations and customer service skills.
- Thorough knowledge of state statutes, procedures, and requirements relating to municipal governments.

Salary: Up to \$25,000 Annually (commiserate with experience), with paid time off

Hours: Monday- Thursday 9am – 5pm, Friday 9am- 6pm (Closed 1pm- 2pm each day);
Some night hours for town meetings

Opening Date: 9/1/2022

Closing Date: Open until filled.

Applicant must complete an application and submit along with a Cover Letter and Resume to:
Town of Sims
Miranda Boykin, Mayor/ Town Administrator
PO Box 161
6501 US Hwy 264 Alt W
Sims, NC 27880
mboykin@townofsimsnc.com