



Job Description

JOB TITLE: Deputy Clerk

DEPARTMENT: Finance/Administration

REPORTS TO: Mayor

SALARY RANGE: \$23.77 – \$26.75

DEFINITION: Non-exempt position responsible for records management, Open Public Meeting requirements, public records request fulfillment, personnel records management, insurance claims, Town Council records, Ordinance and Resolution management and administrative assistance to the Mayor and Town Council. The Deputy Clerk will assist with the administrative functions required, under the law, of the Town Clerk. Will be asked to perform other administrative tasks as necessary. This is a full time, 40 hour, at will, position.

ESSENTIAL JOB FUNCTIONS:

Administrative:

- Determines procedures and devises methods to assure maintenance of Town records and serves as custodian of official Town records and public documents.
- Coordinates response from town staff and fulfills requests for public records in accordance with state law.
- Maintains personnel records and files for employees. Coordinates all necessary paperwork, insurance information and background checks for new hires.
- Prepares Town Council packet and compiles pertinent documents and reports for presentation, attends Town Council meetings and records legal minutes. Prepare official minutes and disburse and maintain as required by law. Responsible for Council records and files.
- Ensure that appropriate legal notice is given for all meeting of the town Council, boards and Commissions. Ensure all requirements of the Open Public Meeting Act are followed as required by law.
- Coordinate filling volunteer positions for Planning Commission, Ebey's Trust Board, and the Historic Review Commission. Advertise open positions, arrange interviews, complete appointments. Keep volunteer contact information current.
- Coordinate Town business license activity between business owners and Department of Revenue.
- Serve as risk management delegate for the insurance company. Receive insurance claims, coordinate in-house claims, submits claims for damage to insurance company. Keep records up to date and work with Department Managers to make sure facility and equipment inventory and values are current.



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- Ensures that public notices and requests for proposals or bids are properly advertised. Maintain contract and grant records for Audit.
- Process Special Event applications for the Town. Distribute to appropriate staff, schedule for Council approval, if necessary, communicate conditions to the applicant and maintain record of events from year to year.
- Oversee the Town's website, Facebook, and public broadcast channel. Keep all information outlets current.
- Manage the rental and assignments of plots in the Community Garden. Coordinate communication with gardeners.
- Back-up customer service and front desk duties for the Finance/Admin Department.
- Participate in meetings, training and special assignments as required.
- Assists the Mayor as requested and perform other duties as required or assigned.

Additional Job Functions:

- Ability to handle multiple interruptions and adjustments to daily priorities.
- Ability to deal with multiple responsibilities and to meet deadlines.
- Ability to function independently, be a self-starter with little supervision.
- Maintain confidential and personnel materials and information.
- Occasionally attend evening meetings and work overtime as needed.

Use of Tools & Equipment:

- Standard office equipment, including personal computer, multi-line phone system, copier, and 10-key calculator.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: two years college-level course work in business, office management, or secretarial science or related field and five years of increasingly responsible and varied administrative experience, preferably within a municipal organization. Three or more years of progressively responsible related experience working with elected officials or boards of directors and records management is required.
- Requirements of the position include an ability to speak and write clearly. Meet deadlines, self-manage time and set priorities.
- Computer and MS Office software proficiency required. Familiarity with Spring Brook software preferred or the ability to learn new software.
- Ability to establish and maintain effective working relationships with co-workers, elected officials, volunteers, other organizations, and the general public.
- Ability to be bonded and become a notary. Have or ability to obtain WA State drivers license.



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WORK ENVIRONMENT: Typical office environment with low noise levels and low levels of air pollution, with extensive work performed at a computer workstation. Infrequent travel to other communities for meetings or seminars is required.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written/typed documents and text materials;
- Sufficient manual dexterity, personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle; to sit and work at a keyboard for an extended period time, lift up to 25 pounds, and work in an office environment.

