

**TOWN OF SOUTH BETHANY  
TOWN CLERK  
POSITION DESCRIPTION**

**TITLE:** TOWN CLERK  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** TOWN MANAGER  
**STATUS:** NON-EXEMPT

**General Summary:** The Town Clerk is responsible for providing quality administrative/general office assistance to the Town staff, specifically the Finance Director, as well as the Town Manager, elected officials, and committee members. Must have strong public relations skills. The Town Clerk is required to be eligible for bonding.

**Duties and Responsibilities:**

- Assists the public, answers telephone, performs general office duties. Oversees general voicemail system and changes messages as necessitated, particularly for emergency situations.
- Assists the Finance Director with certain accounting and finance procedures.
- Processes outgoing and distributes incoming mail.
- Responsible for maintaining postage meter, copier/printer, and office supply inventory as well as contacting vendors regarding repairs/supplies for equipment.
- Maintain meeting room calendar for in-person and virtual meetings.
- Respond to all trash/recycling/yard waste calls/emails. Contact waste hauler representative if necessary.
- Assists Administrative Specialist with Municipal Elections and the election process, which will require weekend work.

**Finance**

- Rental Licenses: mail applications, issue licenses, receive and post payments, prepare daily deposit log, maintain all license information, including verifying online rental websites.
- Rental Tax: mail applications, receive and post payments, prepare daily deposit log, maintain all rental tax information in a computer program. Prepare follow-up delinquent notices for any outstanding rental tax payments. Provide tax bill information to public as needed
- Mercantile Licenses: mail applications, issue licenses, receive and post payments, prepare daily deposit log, maintain all license information in a spreadsheet. Coordinate with Code Official on outstanding applications.
- Parking Permits: prepare yearly order and subsequent issuance of parking permits; maintain list; process payments and deposits. Verify cash account is correct and parking permit inventory is accounted for.
- Bonded, with ability to assist with accounts payable.
- Maintain the parking permit kiosk and assist users and/or troubleshoot if necessary.
- Follow the remote electronic check deposit process and destroy checks as needed.
- Process credit card payments daily and post all payments to financial database.
- Prepare and complete all deposits.

**Town Staff Support**

- Assist Beach Patrol Captain with the Junior Lifeguard Program.
- Assist/support Administrative Specialist and Deputy Code Official, if requested.

**Support Town Boards and Committees**

- Along with the Code Official, prepare Board of Adjustment (BOA) hearings. This time-sensitive hearing includes all phases from submission of hearing request to final hearing minutes. This also involves working directly with the BOA chairperson. Track all Term completions for BOA and report openings to Town Manager. Maintain and update BOA members lists.
- Process registration and requirement payments for council, and committee attendance at approved training and meetings.
- Assist Town committee Chairpersons as needed with projects, brochures/flyers, etc. Prepare and print business cards for staff and Elected Officials.

**Required Knowledge, Skills and Abilities:**

Knowledge of standard office equipment required. Computer proficiency, including knowledge of Windows, Word, Excel, PowerPoint, and Publisher. Strong verbal and written communication skills as well as organizational skills. Ability to deal effectively with the public to address questions about Town services. Must have the ability to make independent decisions at times and work effectively with others. Requires strong work ethic, trustworthiness, and ability to meet time-sensitive deadlines. High school diploma or equivalent, with a minimum of two years progressively, responsible financial, clerical/secretarial experience or training. Experience in Municipal Government or related field is preferred.