

**Town of Saratoga is now taking
Applications for Town Clerk Position.**

Job Description and Application is available
inside Town Hall between the hours of
8:00 am – 12:00 noon Monday – Thursday.

Application can also be found on the Town of Saratoga's
website: townofsaratoganc.org

Return application to Saratoga Town Hall or mail to
PO Box 206 Saratoga, NC 27873

Town Clerk Job Description

General Statement of Duties

The clerk is responsible for administrative work in the recording, maintenance, and safekeeping of the official actions and records of the Town and the Town's seal. Work involves keeping the minutes of the Board meetings and for the publication, indexing, filing and safekeeping of all Board proceedings in accordance with general statutes and local ordinances. Work also includes serving as administrative support to the Mayor and Board of Commissioners. Considerable tact, courtesy, and firmness are required in dealing with the public. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, and policies, personnel laws and regulations, and standard office procedures governing the responsibilities of municipal clerks. The clerk works under the general supervision of the Mayor and Town Board of Commissioners. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy, responsiveness to citizens and Board members.

Duties and Responsibilities

Essential Duties and Tasks

- Serves as official custodian of all public records including ordinances, resolutions, contracts, agreements, and minute books; maintains Town seal; performs statutory responsibilities; executes legal documents by attesting to their compliance with general statutes and local ordinances.
- Attends Board of Commissioners meetings and necessary committee meetings of the Board of Commissioners; writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board of Commissioners; coordinates agenda preparation, publication, and distribution with Mayor and Board of Commissioners; arranges for legal notices and press packets.
- Types resolutions, proclamations, ordinances and correspondence for the Mayor and Board members.
- Posts all public meeting and makes sure the appropriate time schedule is followed.
- Performs administrative duties for the Mayor and Board members by handling correspondence, public inquiries, travel, and mail for these officials.
- Assists customers visiting or telephone the Town office; provides information; creates work orders for service delivery.
- Arranges appointments, schedules, meetings, travel, and conferences for the Mayor and Board members, coordinates arrangements for receptions, retreats, and other functions.
- Performs a variety of office support tasks to help the administrative office function smoothly and keeps all related Town departments informed of actions which have an impact on them.
- Advertises and accepts applications for boards and committee vacancies.
- Performs oath of office as needed.
- Prepares meter reading equipment for monthly reading of water meters.
- Downloads meter readings into the computer and generates the monthly water, sewer, and garbage bills and balances totals with excel spreadsheet of monthly usage and cost.
- Receive payments from residents for water, sewer, and garbage bills and deposit funds collected daily (if \$250.00 or more has been collected). Deposits must match reports of funds collected daily.
- Pays all town bills and balances all town bank accounts with deposit and checks each month.
- Reconcile all bank accounts monthly.
- Prepare and maintain yearly audit documentation. Must be kept in balance monthly.
- Complete payroll and direct deposits weekly.
- Prepare all monthly, quarterly, biannual, and annual State, Federal, and all other payroll related documents.
- Update and post notices on the Town's website.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of town clerks.
- Considerable knowledge of the organization and functions of Town government.
- Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Town records and documents.
- Considerable knowledge of standard modern office administrative practices and procedures.
- Considerable knowledge of personal computers and associated office software.
- Proficient in Microsoft Word and Excel (including Excel formulas) – most recent version.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.
- Ability to communicate effectively in oral and written forms.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the public.
- Ability to handle confidential information appropriately.

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from two-year college with a major in business, political science, or related field and considerable experience in office management work preferably including some experience in the safekeeping and care of public records and / or high level executive assistant duties; or an equivalent combination of education and experience.

Special Requirements

Ability to obtain Notary Public certification.

Must be able to be Bonded.

TOWN OF SARATOGA

Employment Application

Full time positions include Health, Dental, and Vision Insurance.

1

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	

Position Applied for

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the Town?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
<input type="checkbox"/>					

EDUCATION

High School	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

****Please attach a copy of each diploma, degree, and/or certification to this application****

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

Are you now or were you previously related in any way to a Town employee? YES NO

If YES, give name, relationship and departments: _____

Are you able to perform all duties of the job you have applied for? YES NO

Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. If you wish consideration for a clerical position, list all word processing software packages known and/or used.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

REGISTRATIONS, LICENSES, CERTIFICATIONS

List fields of work for which you have been registered, licensed or certified:

Registration: _____ State: _____ No: _____ Expiration Date: _____

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Please list your VALID DRIVER'S LICENSE NUMBER and the state in which it was issued. If you do not have a driver's license put "NONE" in the blank - Nnmber _____ State _____

Is your driver's license a Commercial Driver's License? YES NO

If YES, indicate the class _____

Have you had disciplinary action taken against you in the past 12 months? YES NO

If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

A. Have you ever been dismissed or forced to resign from any job held? YES NO

B. Were you dismissed or forced to resign for disciplinary reasons? YES NO

(if YES to "A" or "B", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)

EXPLANATIONS

Disciplinary
Action _____

ITEM A _____

ITEM B _____

DISCLAIMER AND SIGNATURE

NOTICE!

All applicants who are selected for a permanent position with the Town will be required to have a drug screening test prior to employment and possible drug testing going forward.

THIS APPLICATION MUST BE SIGNED. Unsigned applications will not be processed.

I certify that, to the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information, I may be disqualified for employment consideration or dismissed from employment with the Town.

I authorize my current and former employers to give any information regarding my employment, together with and information regarding me whether or not it is in their records. I hereby release them from any damage whatsoever for issuing same. I also permit the Town to conduct a police and courts record investigation of my background.

I also authorize schools and other educational institutions which I may have attended to reveal my scholastic ratings to Town representatives who are investigating my educational background.

I permit the Town of Saratoga to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying. I understand that if I am offered employment, I will be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prelude my appointment.

I understand and acknowledge that should I be employed by the Town of Saratoga, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically approved by the Saratoga Board of Commissioners.

Signature _____

Date _____