



## TOWN OF MOUNT OLIVE JOB DESCRIPTION

### TOWN CLERK

#### GENERAL WORK FUNCTIONS

<b>Department</b>	Administration
<b>FLSA Status</b>	Exempt
<b>Reports To</b>	Town of Mount Olive Manager
<b>Salary Range</b>	\$40,000 - \$55,000

#### POSITION SUMMARY

Under the direction of the Town Manager, performs specialized and highly detailed work. This professional position is an essential municipal officer, serving as the custodian of all Town records (both private and public), ordinances, resolutions and legal documents.

Working under the general supervision of the Town Manager and in support of the Board of Commissioners, the Town Clerk ensures compliance with the North Carolina General Statutes and provides administrative and legislative support. The position also assists both the Town Manager and Assistant Town Manager with administrative operations and coordination within Town Hall.

In addition to statutory duties, the Town Clerk serves as the primary point of contact within Town Hall, responsible for front office operations, customer service and managing incoming communications, including answering Town Hall phone lines and directing calls to the appropriate departments.

This role requires exceptional organization, communication, and record-keeping skills, as well as the ability to work independently in a dynamic municipal environment.

## **GENERAL STATEMENT OF DUTIES**

The following duties are representative but not all-inclusive:

### **Municipal Records & Compliance**

- Serve as the official custodian of Town records, including ordinances, resolutions, minutes, contracts and legal documents
- Maintain and safeguard records in accordance with North Carolina public records and retention laws
- Ensure compliance with Open Meetings Law and public notice requirements
- Process public records requests in accordance with state guidelines

### **Board & Meeting Administration**

- Prepare agendas, compile packets, and coordinate materials for the Board of Commissioners meetings
- Attend meetings and accurately record minutes of proceedings
- Maintain official meeting records and ensure timely distribution and publication
- Assist with Board and committee appointments and maintain related records

### **Administrative Support and Front Office Operations**

- Assist the Town Manager and Assistant Town Manager with daily administrative operations and special projects
- Serve as the first point of contact within Town Hall residents, visitors and staff
- Ensure all calls and requests are handled efficiently, professionally and accurately
- Provide consistent, courteous, and professional customer service to the public and Town staff
- Support communication between departments, leadership and the public

### **Legislative and Administrative Support**

- Draft, prepare and maintain ordinances, resolutions, proclamations, and official documents
- Coordinate execution of official Town documents, including contracts and agreements
- Certify official Town records, documents, and actions as required
- Assist with policy documentation and administrative coordination

### **Public & Interdepartmental Coordination**

- Respond to inquiries from the public, elected officials, and staff regarding Town procedures and policies
- Provide guidance to departments on agenda submissions, documentation and compliance requirements
- Facilitate communication between Town administration and the governing Board

### **Elections & Additional Duties**

- Assist with municipal election coordination in cooperation with county election officials
- Administer oaths of office and maintain official appointment records
- Assist with municipal election coordination in cooperation with county election officials
- Administer oaths of office and maintain official appointment records
- Maintain required certifications and continuing education for the Town Clerk position
- Perform additional duties as required by law or assigned by the Town Manager

### **Qualifications**

- Minimum requirement of Associate's degree in Public Administration, Business Administration or related field.
- Bachelor's degree in Public Administration preferred.
- Combination of education and experience will be considered.
- Bi-lingual skills would be a useful skill for consideration.

### **Knowledge, Skills and Abilities**

- Strong knowledge of municipal government operations and North Carolina General Statutes
- Excellent organizational, written and verbal communication skills
- High attention to detail and accuracy in record-keeping and documentation
- Strong customer service and public interaction skills
- Ability to manage multi-line phone systems and front-office responsibilities
- Proficiency in Microsoft Office and standard office technology
- Ability to work independently, manage multiple priorities and meet deadlines
- Strong interpersonal skills to effectively interact with elected officials, staff and the public
- Ability to maintain confidentiality and exercise sound judgment

### **Working Conditions**

- Primarily office environment with regular attendance at evening Board meetings and occasional special meetings
- Frequent interaction with the public and Town staff
- Regular use of multi-line phone systems and front office communications tools
- Prolonged periods of sitting, computer use and document handling
- Occasional lifting of office materials (up to 25 lbs.)

### **Benefits**

The Town of Mount Olive offers a competitive benefits package to eligible employees. *(Please note this is a summary; full benefit details are available through the Town's Human Resources Department and official policy documents).*

**About the Town of Mount Olive**

The Town of Mount Olive is an Equal Opportunity Employer committed to professional management, ethical governance, and high-quality public service. The Town values transparency, accountability, and respect in serving the community.

**Disclaimer**

This job description outlines the general nature and level of work performed by the Town Clerk. It is not intended to be an exhaustive list of duties or responsibilities. The Town reserves the right to modify or assign additional duties or responsibilities consistent with Town policies and operational requirements.

Job Description updated \_\_\_\_\_

By \_\_\_\_\_