

TOWN CLERK

GENERAL STATEMENT OF DUTIES: Is responsible for the administration of Town business under the general supervision of the Town Board; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for administrative work covering the many business transactions required by town law and by action of the Town Board. General overall supervision of Town functions is exercised under the Town Board to whom the Town Clerk is directly responsible. Considerable judgment and discretion is permitted employees of this class.

EXAMPLES OF WORK: (Illustrative Only)

Attend all meetings of the Town Board to present Town business;

Records actions of the Board;

Issues licenses and permits;

Keeps all records and the seal of the town;

Answers all correspondence;

Posts all legal notices;

Files records and papers;

Assists in the preparation of budget estimates;

Purchases supplies and equipment for the Town.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Extensive knowledge of Town Law and procedures; ability to organize and administer a variety of activities; accuracy; dependability; honesty; ability to get along well with others; sound judgment; tact.

DESIRED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of responsible or supervisory experience in a business concern.