

Town of Red Oak, NC

8406 Red Oak Blvd

P.O. Box A

Red Oak, NC 27868

252-443-1239

TOWN CLERK POSITION AVAILABLE

General Statement of Duties:

- Administrative support and secretarial support to the Mayor and Commissioners
- Preparation, maintenance and keeping of official public records in accordance with general statutes and in accordance with record retention policies
- Preparation of Agendas and supplementary info for Council Meetings
- Attendance required at Council Meetings to record minutes
- Preparation of public notices for meetings and notification to proper parties
- An understanding of the legal requirements for a Town Clerk
- Skills in handling sensitive information in a professional manner
- Independent judgment and initiative
- Assisting the public with courtesy and respect at all times
- Performs related duties as required
- Work is performed under the supervision of the Mayor

Knowledge, Skill and Abilities:

- Knowledge of general statutes, policies, and processes of Town Government's operations or ability to learn
- Ability to attend classes to be certified as Town Clerk if not currently holding that certification
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies
- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with elected and appointed officials as well as community groups, political and legislative groups, and the general public
- Ability to handle confidential information appropriately
- Applicant must demonstrate personal attributes of being honest, trustworthy, and bondable. Respectful and demonstrate sound work ethics

Physical Demands:

- Must be able to perform basic life operational functions of feeling, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds and/or negligible amount of force occasionally to lift, carry, push, pull or otherwise move objects.
- Must have the ability to spend long hours sitting and using office equipment and computers which can cause muscle strain
- Must have the visual acuity to take and transcribe minutes and operate computers and use skills of concentration
- Must be able to multi-task and manage a number of requests and situations at one time to meet deadlines

DESIRABLE Education and Experience:

- Graduation from a two-year business school or college with a major or related field with considerable experience in a variety of positions involving public contact functions; or a combination of education and experience.
- Experience in Local Governmental operations and function

SPECIAL REQUIREMENTS:

- Applicant must be willing to attend and obtain Municipal Clerk Certification from the International Institute of Municipal Clerks by attending certification school and classes through the Institute of Government, UNC-Chapel Hill
 - Possession of a NC Driver's License
 - Legal Employment Eligibility Status
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The selected applicant will be required to complete a background investigation and a drug-screening test. It is preferred that all resumes be submitted via email to: townofredoak@gmail.com. Other acceptable methods of receipt are hand delivery or U.S. Mail to: The Town of Red Oak, P.O. Box A, Red Oak, NC 27868.