

TOWN OF NORTH BRENTWOOD CLASS SPECIFICATION

Class Title – Assistant Clerk | Part-time position (3 days week; 9am-1pm)

General Class Description: Position is an assistant to the Town Clerk and custodian of all official Town records. Assistant Clerk provides administrative support to Mayor and Council and performs duties in the absence of the Town Clerk. Work requires a high level of responsiveness, to citizens, the Council and Mayor, and critical attention to detail and good judgement.

Essential Job Functions:

- a. Oversee the maintenance of all official Town records, codes and ensure all updated information is incorporated into files and online documentation, such as General Codes.
- b. Maintain a friendly, neutral, cooperative, and professional attitude with other employees, Town officials and the public.
- c. Assist in taking and transcribing minutes for regular and special Town meetings.
- d. Help with monthly newsletter (drafting, addressing, mailing, notifying webmaster of postings, etc.) and communication media.
- e. Prepare check requisitions for payment of bills to Treasurer, and file invoices and check remittance records.
- f. Open and sort incoming mail; ensure pertinent information is distributed among Council and staff.
- g. Issue building permits, business licenses, and other permits and licenses.
- h. Order office supplies, arrange travel and accommodations, and register Town officials for conferences and meetings.
- i. Respond or direct citizens' requests to appropriate personnel; track information regarding requests and Town responses.
- j. Answer general questions from the public in person, via phone or email; direct calls and walk-in inquiries to proper people.
- k. Deal effectively with citizens, Council Members, Mayor, Town organizations and public officials. Provide and obtain information as needed; coordinate meeting activities and determine status/issues of Town programs, projects, and initiatives.

The above information is intended to describe the general nature of this position; it is not considered a comprehensive statement of duties, activities and requirements. Additional responsibilities may be assigned, with or without notice at any time.

Knowledge, Skills and Abilities Required

Technical Knowledge

- Working knowledge of the Town organization.
- Working knowledge of regulations, codes and polices governing the Town and practices/operations of municipal government.
- Working knowledge of Maryland statutes in relationship to municipalities.
- General knowledge of administrative and clerical practices and methodologies.
- Strong knowledge of Microsoft Office and other general office software. Ability to operate a variety of office equipment.
- Strong organizational skills; detail oriented.
- Ability to work independently.
- Bilingual is strongly desired, but not required.

Physical Requirements

- Ability to lift 10-30 pounds, and perform repetitive motions, and moderate physical labor.
- Ability to climb stairs.

Environmental Adaptability

- Work is performed in an office environment.
- COVID-19 safety measures are practiced.

Acceptable Training and Experience

- High School graduate minimum.
- Three to five years of experience providing administrative/clerical support, including experience in a municipal environment.
- Willingness to learn.