

CLASS TITLE: ASSISTANT CLERK

PURPOSE OF CLASS: Under general direction, performs highly responsible administrative in the areas of accounts payable, utility billing and collection, tax collections; performs related work as required

PRIMARY TASKS:**(A) ZONING ADMINISTRATOR**

- * Must be thoroughly familiar with the zoning ordinance and appropriate forms, and zoning administrator duties and responsibilities as per the ordinance.
- * Is responsible for the overall administration and enforcement of the Zoning Ordinance.
- * Accepts and review land use permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
- * Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
- * Performs inspection duties to insure land use changes comply with the Zoning Ordinance.
- * Attends Planning Board meeting monthly, and Town Board meeting with necessary to report on zoning issues and advise on issues related to zoning administration. Even meetings are required.
- * Keeps the zoning map, text and office records up-to-date by recording all amendments and coordinates with the Town Clerk to retain all official documents; and makes copies of the zoning ordinances available to the public.

(B) ASSISTANT CLERK

- * Collects a variety of fees and municipal payments, including utility bill payments and tax payments; enters and posts payments.
- * Has overall responsibility for the utility billing system. Enters consumption into system, reviews consumption reports for high/low variations and recommends appropriate action; enters new accounts, make adjustments to accounts, process bills, final bills and deposit refunds.
- * Performs zoning code enforcement duties. Work includes interpreting and explaining ordinances to the general public, contractors and owners to comply with the local rules and regulations;
- * Investigates complaints and concerns of citizens, other Town departments, developers and businesses; documents violations and provides actions necessary for compliance.
- * Presents information at zoning board meetings and Town council meetings; works with zoning board members in determining
- * Prepares daily deposits.
- * Develops and maintains spreadsheets and databases.
- * Assists in payroll processing.
- * Participates in maintaining the Town website.

- * May assist in preparations for council and planning board meetings.
- * Formats and types from rough draft, copy, or verbal instructions; letters, memos, forms, reports or other correspondence; types technical materials.
- * Provides assistance and works with CPA in conducting annual independent audit.
- * Performs general administrative duties as required.
- * Performs other duties as assigned by the Town Clerk.

REPORTING RELATIONSHIP: This position reports to and serves at the pleasure of the Town Board of Commissioners.

WORKING CONDITIONS: Work is generally sedentary requiring some physical activity such as walking, reaching, stooping and repetitive motion of wrists, hands and fingers; can be characterized as being pressure sensitive based upon the nature of the situation; exposure to atmospheric conditions normally associated with office type work.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited high school; an associate's degree in public or business administration, management or related field preferred, however; a suitable combination of higher education and experience will be considered.

Experience: Experience of an increasingly responsible nature in administration; preferably some experience in local government finance and accounting.

Knowledge, Skills and Abilities:

- Knowledge of the Town Charter and governing ordinances.
- Knowledge of the principles and practices of public administration.
- Knowledge of state statutes, procedures and requirements relating to municipal government.
- Knowledge of statutory requirements relating to Board proceedings and the maintenance of official public records.
- Knowledge of the organization, functions and operations of municipal government.
- Knowledge of methods and techniques of policy analysis and review.
- Knowledge of supervisory, management and administrative principles and practices.
- Knowledge of local government finance and accounting procedures.
- Knowledge of tax laws and other rules and regulations governing the collection of municipal revenues.
- Excellent communication and organization skills.
- Ability to effectively plan, supervise and coordinate the activities, personnel and functions of municipal operation.
- Ability to develop and implement municipal policies and procedures.

- Ability to review and analyze current policy, practices and procedures, identifying problem areas or necessary changes.
- Ability to prepare and present comprehensive oral and written reports.
- Ability to secure and retain the confidence of the Commissioners and the public at large.
- Ability to deal courteously yet firmly with public.
- Ability to establish and maintain effective working relationships with other department heads, governing officials, outside agencies, business leaders and the general public.
- Knowledge of modern office practices.
- Skill in the operation of office equipment.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina Driver's License. Must be bondable and be able to become a notary.