

Town Clerk/Human Capital Officer – Town of Taylorsville

Description

Join our team! The Town of Taylorsville is seeking a detail-oriented and service-driven professional to serve as our next Town Clerk and Human Capital Officer. This role is central to supporting town leadership, maintaining official records, and ensuring transparency in local government operations.

An employee in this class performs a variety of administrative duties in the maintenance of the official records of the Town under the general direction of the Town Manager, the Town Council, and the Town Attorney. The Town Clerk's work includes attending Council meetings; maintaining ordinances; performing certification and recording for the Town as required on legal documents; serving as custodian of official Town records and public documents, assisting front office utility billing clerks in processing utility payments, and assisting with general customer service to the public. The role is also responsible for the human resources function which includes recruitment for vacancies, benefits administration, processing workers' compensation claims, coordinating staff leave, and preparing and maintaining personnel files. Work requires tact and the ability to handle confidential matters. Work is performed in accordance with established municipal financial procedures, local ordinances, and North Carolina General Statutes. Work is performed under general supervision of the Town Manager.

Essential Duties and Tasks

- Attends regular and special Town Council meetings: performs an accurate recording of the proceedings; prepares, records, and indexes meeting minutes, ordinances, resolutions, and other records of Town Council action.
- Prepares and distributes meeting agendas and legal notices, including any instructional or information supplements.
- Ensure that legal requirements are met regarding public notices, publications, and postings of Town business.
- Serves as custodian of official Town records and public documents.
- Administers oaths of office to Town officials as required by local or state statute.
- Advertises and recruits for vacancies; processes new hire paperwork; administers employee benefits and enrollment; processes workers' compensation claims; establishes and maintains confidential employees' files.
- Responds to Staff and public inquiries received and processes public records.
- Assists front office staff in processing utility billing payments.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the applicable Federal, State and local codes, regulations, policies, and processes related to the Town Clerk's office.
- Considerable knowledge of the principles and practices of public finance administration.
- Considerable knowledge of the Town's personnel policies, related personnel laws and regulations.
- Working knowledge of the principles and practices of records management, retention and proper destruction.
- Skill in processing, maintaining, and preparing a variety of records and reports.
- Accuracy and thoroughness in the analysis and preparation of official records and reports, including financial reporting.
- Ability to read, understand and review documents for accuracy and relevant information. Ability to independently prepare confidential correspondence.
- Ability to organize work, set priorities, and meet critical time deadlines.
- Ability to verify **daily deposit** documents and forms for accuracy and completeness.
- Ability to establish and maintain effective working relationships with governmental officials, supervisors, departmental staff, vendors, employees, and the public.
- Ability to communicate effectively orally and in written form.

Physical Requirements

Must be able to physically perform the basic life operational functions of kneeling, crouching, reaching, standing, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and statistics, perform accounting tasks, do extensive reading, and operate a computer terminal.

Desirable Education and Experience

Bachelor's Degree with 3–5 years of municipal/county government experience - office management experience.

High school diploma (or equivalent) with advanced coursework from the institute of government related to town clerk functions.

Equivalent experience combinations considered.

Special Requirements

North Carolina Certified Municipal Clerk (NCCMC)

Certified Municipal Clerk through the International Institute of Municipal Clerks.

Notary Public Certification.

Qualifications

Successful candidates will bring knowledge & skills - understanding of municipal government operations - familiarity with NC statutes governing public meetings and records - strong organizational and communication skills - high attention to detail and ability to multitask - able to maintain confidentiality and work with sensitive matters - self-starter with strong work ethic; able to work collaboratively and independently - proficiency in Microsoft office and administrative systems education & experience.

Compensation

Full Salary Range: \$45,000- \$77,688. Starting salary anticipated to be \$45,000 - \$50,000, depending upon qualifications.

Benefits

Employer-paid medical, dental, and vision

NC local government retirement system - 5% 401(k) contribution

Employer-paid life insurance

Retiree insurance supplement after 30 years

13 paid holidays

Paid Parental leave up to three months

Vacation accrual based on total NC government service

Apply today - this posting will remain open until filled. Interested candidates must submit a complete town employment application; along with resume and references to the Town Manager: Nathan Hester, Nhester@taylorsvillenc.com.

Town applications can be found on the Town of Taylorsville website at: www.taylorsvillenc.com.