

Clerk I

Supervisor:	Municipal Clerk/Office Manager
Objective:	Performs a variety of duties to assist town residents and the administrative office staff.
Schedule:	8:00 to 4:30 p.m. M-Fr (with a 30-minute lunch break + 2–15-minute breaks) In the absence of the Clerk of Council must attend evening Council/Commission/P&Z or other associated meetings.
Equipment Used Regularly:	Telephone, computer, printer, adding machine, scanner, copier, fax machine, postage meter.
Skills Required:	Computer skills, proficient in Microsoft Office products, Internet research, good grammar and writing skills, filing, distribution of departmental mail, and purchase order requests. Perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines and with constant interruptions. Processing and handling of payments received; cash, credit card and checks. The ability to work independently on tasks with minimal supervision.
Relationships:	Must have exceptional human relations skills, a positive demeanor and the ability to work well with coworkers, as well as elected and appointed officials, consultants, vendors, outside agencies, and the general public. Must be a "team" player.
Telephones:	Primary respondent to incoming calls. Address customer questions, direct calls to appropriate recipient, may require some screening of calls.
Customer Inquiries:	Basic inquiries, including but not limited to, tax and utility balances.
Support Staff	During the absence of the Clerk of Council, provide backup assistance in performing all associated duties, agenda, calendars, mail packets, attending evening meetings and prepare minutes. Assist Municipal Clerk with tasks assigned such as transfers, mailings and etc.
Mail:	Open and distribute mail (do not open items marked confidential, bank statements, personnel benefit mailings; e.g. testing agencies, Division of Health, Family and Social Services, etc). Perform bulk mailings (Newsletters, Utility and Tax bills, Delinquent Notices, Welcome packets, Meeting mail packets, Special notices to residents, etc.) apply postage to outgoing mail and take outgoing mail to Post Office on a daily basis by 4 p.m.
Purchasing:	Maintain storage of supplies and monitor inventory of items used in large volumes. Provide information directly to the Chief Financial Officer on weekly basis via email.
Copying:	Copy various forms and applications (A/P forms, P. O. requests, employment applications, permit applications, license applications, etc.), sorting, and collating.

- Payments:** Processes payments received for all charges billed by the Town of Delmar through the Edmunds financial software; received through the counter, drop box, phone and mail. Verify created cash receipt batches for daily deposits.
- Filing:** All Miscellaneous billing supporting documents and invoices into respective folders, permits and applications, etc.
- Newspaper Review:** Daily review of Newspapers, clipping and maintaining Public Hearing Notices, Legal Notices, relevant articles, etc.
- Faxing:** Correspondence and/or Public Notices, Network Inquiries, etc.

As necessary, additional work-related task or special projects as assigned by Municipal Clerk/Town Mgr.