

**TOWN OF STEVENSVILLE  
ADMINISTRATION POSITION DESCRIPTION**

Class Title: Town Clerk  
Department: Administration  
Date:

**GENERAL PURPOSE**

Responsible for controlling and organizing Town ordinances, resolutions, and public documents. Organizes most administration tasks and is a direct resource for information to the public.

**SUPERVISION RECEIVED**

Works under the general supervision of the Mayor.

**SUPERVISION EXERCISES**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides information to or researches questions from the Public.

Attends and takes the minutes for all regular and special meetings of the Town Council

Works with the Mayor in assembling and posting the agenda for all Council meetings and other Boards and Commissions.

Assembles and distributes Council meeting packets.

Helps with incoming mail and distribution.

Organizes all ordinances and resolutions of the Town into the appropriate books.

Works to insure codification of ordinances according to State statute.

Issues building-related permits in the absence of the Building Official in accordance with the Department's policies and procedures.

Posts, files and tracks all legal notices of the Town.

Acts as an Administrative Assistant to the Mayor and provides Council members with

information or documents as required

Act as an Administrative Assistant to Town Advisory Boards and Commissions

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED equivalent with specialized course work in general office practices, or data processing; preference given for College degree
- (B) Five (5) years of increasingly responsible related experience
- (C) Any equivalent combination of education and experience
- (D) Special education requirement: must attend Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and Microsoft Office Suite
- (B) Ability to type and produce documents accurately
- (C) Considerable knowledge of all general office procedures including organization of files
- (D) Ability to effectively communicate with the public and other staff
- (E) Must be able to work independently and collaboratively

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_