Job Posting for Town Clerk of Sturgis, MS

Salary:
$13 - $15 an hour

Job Type:
Part-time

Job Title:
Town Clerk

Reports to:
Mayor

Purpose: The Town Clerk is responsible for the accurate and efficient administration of the Town's business and provides support to officials of the Town.

A Town Clerk is a key administrative position in local government, responsible for overseeing a range of important functions and duties within the town. The following is a job description for this position:

Responsibilities:

1. Maintain accurate and up to date records of all official documents, including recording and posting minutes from town meetings, ordinances, public notices and hearings, and other important documents

2. Prepare and distribute agenda and documents for Board Meetings, set up and attend all Board Meetings

3. Responsible for renewing, receiving applications for and issuing various licenses and permits

4. Serve as a liaison between town and residents, answering questions and providing information on a variety of topics

5. Provide administrative support to town officials including scheduling appointments and handling reservations for park activities

6. Maintain and update town website, including posting relevant information, updates, and announcements

7. Handles the town's finances, including making deposits, reconciling monthly bank statements, processing all aspects of payroll and personnel records, submit monthly taxes,

input and submission of required state and federal filings to the appropriate authorities, direct all phases of accounts payable and receivable

8. Assist with creating municipal budgets

9. Assist with municipal elections

10. Oversee all aspects of city owned fixed assets and property

11. Publish town monthly newsletter

12. Serve as official notary public and custodian of the municipal seal

13. Attend required conferences and training classes

14. Responsible for handling all public records requests

15. Performing other related duties as assigned

Qualifications:

1. High school diploma or equivalent required, Associate's or Bachelor's degree in Business Administration, Accounting, or related field is preferred

2. A minimum of 2 years of experience in administrative work, customer service or a related field

3. Proficient in Microsoft Office

4. Excellent interpersonal skills and the ability to communicate effectively with customers and town staff

5. Ability to analyze and interpret data and generate reports

6. Excellent organizational skills and attention to detail

7. Ability to work independently and manage multiple tasks simultaneously

8. Ability to handle sensitive and confidential information

This job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the position. This job description is subject to change at any time as the needs of the town and job requirements change.

Salary and Benefits:

The salary and benefits for this position will be determined based on the town's compensation policy and budget.

Job Type: Part-time

Pay: $13.00 - $15.00 per hour

Schedule:

- 4 hour shift
- Monday to Friday

Ability to commute/relocate:

- Sturgis, MS 39769: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service (Preferred)

Work Location: In person