



The Town of Warrenton is seeking a highly motivated individual to fill the position of part-time Town Clerk. This is a critical role, providing high-level and highly complex Council support. The ideal candidate must be highly organized, deadline-driving, aware of and responsive to time-sensitive items, be able to manage multiple competing priorities, and maintain a professional demeanor while working in a fast-paced environment. Responsibilities include attending all Town Council meetings (this includes night meetings), preparing minutes for approval, serving as custodian to official Town records, preparing public hearing notices and communications for Council, and other duties as assigned. **First review of applications will occur March 24, 2021.** For more information on the Town of Warrenton, please visit <https://www.warrentonva.gov/>.

To apply please visit, <https://www.governmentjobs.com/careers/warrentonva>.

Requirements:

- Education and experience equivalent to graduation from High School.
- Notary Public of the Commonwealth of Virginia.
- Experience in office management, administrative and/or clerical support, and/or executive staff support.
- An equivalent combination of training and experience in a closely related field may be considered.
- Preferred: Bachelor's degree in business or public administration.
- Preferred: Certified Municipal Clerk designation.
- Preferred: Experience working with elected officials.



Town of Warrenton

Town Clerk (Part-Time)

Job Description Code: 11010-01

Established Date: Amnie Dingus on 03/10/2021

Last Revised Date: Amnie Dingus on 03/10/2021

Effective: 03/10/2021

Salary Range

\$18.54 - \$29.66 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

PT

Physical Class

N/A

Essential Position

No

Description

General Definition

This position is responsible for performing difficult skilled clerical and administrative work for the Town Council.

Working Conditions

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks

1. Serves as primary administrative and clerical support to the Mayor, and Town Council; preparing and maintaining official records and minutes of the Town; serving as custodian of the Town Seal; preparing and maintaining detailed, complete, official, and/or confidential records and files.
2. Answers telephone and assists the public with complaints, inquiries, etc.;
3. Attends all meetings of the Town Council (which include night meetings); prepares minutes for approval;
4. Schedules appointments and conferences for the Mayor, Council members, and other officials;
5. Arranges travel for elected officials for attendance at conferences, seminars, and trainings;
6. Prepares routine letters, memoranda, proclamations, news releases, resolutions, and other various Town documents for Town Council;
7. Prepares Council public hearing notices for publication in the newspaper, prepares communications notifying the Council of special meetings; prepares closed session motions; reviews and signs legal advertisements for publication in local newspapers; ensures all meetings of the governing body, boards, commissions, and advisory groups are in compliances with notification and Freedom of Information Act (FOIA) requirements;
8. Process public requests for Town records, in accordance with the Virginia Freedom of Information Act;
9. Serves as custodian of official Town records (such as contracts, agreements, deeds, meeting minutes, ordinances, etc.) and certifies the authenticity of official records for court; serves as designated officer for use of the Town's corporate seal; notarizes and attests official documents;
10. Maintains the Code of the Town of Warrenton, including amendments and updates;
11. Prepares and maintains the Town's monthly meeting calendar; disseminates electronically, and notifies the press of meetings, including any changes in dates/times;
12. Updates appropriate sections of the town's website, including meeting calendar, Council minutes, and board/commissions sections;
13. Tracks board/commission member appointments, checks with incumbents on re-appointment and present to Council, advertise vacancies as required, coordinates the review of applications for board/commission services with appropriate board/commission, notifies successful individuals of appointment, and notifies Human Resources/Payroll of new appointments

14. Performs other related tasks as required.

Education, Experience & KSAs

Education & Experience

Education and experience equivalent to graduation from High School. Bachelor's degree in business or public administration preferred. Experience in office management, administrative and/or clerical support, and/or executive staff support. Experience working with elected officials or in government preferred.

Knowledge, Skills & Abilities

Comprehensive knowledge of the functions and organization of municipal government; thorough knowledge of rules of order as related to public hearings; comprehensive knowledge of standard office procedures, practices, and equipment; ability to research and prepare reports; ability to communicate both orally and written; ability to establish and maintain effective working relationships with Town officials, employees, associates, and the general public; ability to maintain confidential information; ability to work independently in the absence of specific instructions.

Special Requirements and Disclaimer

Special Requirements

Must possess satisfactory results of a pre-employment investigation. Must be a Notary Public of the Commonwealth of Virginia. Certified Municipal Clerk, preferred.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications as required of employees assigned to this job.