



**TOWN OF BUENA VISTA**  
**Job Title:**  
Deputy Town Clerk / Finance Clerk

Department: Clerk	Wage Range: \$18.25/hr. - \$25.17/hr.
Reports to: Town Clerk	Effective Date: 10/5/2020
Work Location: Town Hall	Revision Date:
FLSA Status: Non-Exempt, Full Time	Approved By: Paula Barnett
Pay Grade: 4	

**JOB SUMMARY**

Under general supervision, the Deputy Town Clerk / Finance Clerk performs a broad range of tasks in support of the Town Clerk, the Finance Department and other departments of the Town as assigned. In the Town Clerk’s absence, must be able to assume all duties and responsibilities of the Town Clerk.

**JOB DUTIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Greet and assist customers, answer the phone, direct callers, take messages, respond to requests for information, and address citizen concerns and complaints.
- Maintain a comprehensive database of Buena Vista business license holders. Send notices as necessary to business owners, issue a yearly renewal notice to all active accounts, issue business licenses after receipt of renewal payment.
- Assist Town Clerk with issuance of liquor licenses, responsible for all liquor license renewals and prepares public hearing signs.
- Assist Town Clerk with all aspects of municipal elections.
- Oversee the Town’s records management program (electronic and hardcopy) which includes archival, records retention and retrieval for Town staff and the public.
- Issue and record interment agreements for the cemetery, assist customers in the selection and purchase of burial sites, maintain database of cemetery sites and burials.
- In the absence of the Town Clerk, coordinate Board of Trustees meeting agendas and packets, and take minutes at Board of Trustees meetings.
- Process water and miscellaneous payments.
- Prepare bank deposits.
- Process invoices for payment to vendors.
- Bear primary responsibility for maintaining and updating the Town website and social media accounts. To include adding news items and job openings to the website as requested, posting

Advisory Board agendas and minutes, adding and modifying documents and graphics, and ensuring that links and other functionalities work properly.

- Prepare correspondence, reports, forms, and specialized documents from drafts, notes, brief instructions, or corrected copy; proofread materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Assist with onboarding of new employees by issuing keys; obtaining business cards, name plates, and name tags; and adding employee information to the Town website and social media sites.
- Prepare quarterly Town newsletter.
- Prepare and distribute agendas for Department Head meetings.
- In the absence of the Planning Technician, take minutes at Planning Commission meetings.
- Purchase office supplies for various departments.
- Serve as a notary of the public.
- Conduct special projects and assignments as required and/or assigned by the Town Clerk.
- Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

- None

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Town services and community resources.
- All duties and responsibilities of the office of Town Clerk.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures related to the Town Clerk's office.
- Computer software applications including Microsoft Office, Outlook, and other networked computer functions.
- Principles and practices of records management, retention, and proper destruction.
- Notary laws.
- Administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Business arithmetic.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Skill and Ability to:

- Be meticulous.
- Stay focused in an open office setting and with frequent interruptions.

- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible administrative work requiring the use of independent judgment, tact, and discretion.
- Take notes at public meetings and accurately transcribe them.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update Town records database and management systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment, copy machine, printer, telephone, fax and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, integrity, initiative, prudence, when interacting with citizens.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain confidentiality.
- Understand, interpret, and codify Town ordinances, in conjunction with the direction of and participation in the retention, retrieval, organization and destruction of official records and documents.
- Effectively speak in public settings, answer questions from the public, and successfully communicate the goals and directive of the Town Board and Town Administrator.

### **EDUCATION AND EXPERIENCE**

- **Education/Training:** High school diploma required. Associates degree or higher preferred.
- **License or Certificates:** Deputy Town Clerk / Finance Clerk will be expected to obtain Clerk certification within 6 years of hire through 3 years of attendance at annual CMCA Clerks Institute.
- **Work Experience:** One to three years of increasing responsibility working in an office environment is required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods

- **Physical:** Frequent sitting, standing, and walking. Must be capable of lifting 25 pounds.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

**ACKNOWLEDGEMENT**

By signing below, you are acknowledging that you are in receipt of this job description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name