



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; [www.norwoodtown.com](http://www.norwoodtown.com)

# DEPUTY TOWN CLERK

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**TOWN OF NORWOOD:** Employee

**JOB TYPE:** Full Time, 40 hours per week

**Compensation:** \$19 - \$20 per hour

**Benefits:** FULL BENEFITS - Medical, Dental, Vision, Life and Accident Insurance, Retirement Contribution, 120 hours of PTO/Sick Leave, Paid Holidays, Mental Health Benefits, and discounted Gym Membership.

**Closing Date:** Open Until Filled

## POSITION SUMMARY

This position is responsible for performing complex and confidential support services for the Town Clerk. Work includes coordinating the Council agenda and packet process, overseeing liquor licensing functions, assisting with municipal elections, administering and overseeing the town-wide document management program, and a variety of routine and complex clerical, record keeping and administrative functions. In the Town Clerk's absence, performs certain essential duties as required.

## JOB DESCRIPTION

Work may be highly confidential in nature and scope, which requires a high degree of proficient communication, administrative, managerial skills and knowledge of the operations, policies and functions of the Town Clerk's Department.

Assists with preparation, distribution and follow up of Town Council agenda and packet items. Ensures timely receipt of items scheduled on upcoming Council agendas. Formats agendas and collection background material for packets. Posts packets to website.

Manages the Town's records management program, which includes archival, records retention and retrieval for Town staff and the public.

Reviews all retention schedules and monitors the disposition of all Town records.

Maintains and updates the Town's website as related to the Town Clerk's office.

Provides public records, information, and explanation of Town ordinances to citizens as requested in person, by telephone or email.

Communicates with Town Council, Town departments, citizens, advisory boards and commissions, and outside agencies to perform research and provide information as required.

Assists the Town Clerk with all election related activities.



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### **PERIPHERAL DUTIES:**

- Attends Council and Special Licensing Authority meetings, taking and preparing minutes in the absence of the as necessary.
- Establishes standard practices and procedures for administrative functions and staff to improve efficiency and effectiveness.
- Performs the duties of the Town Clerk in his/her absence.
- Performs related work as assigned by the Town Clerk.
- Special assignments related to emergency response may be assigned as needed.

### **DESIRED KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of Colorado state statues, regulations, procedures and forms applicable to municipal elections
- Knowledge of functions, activities and responsibilities of the Town Clerk's office, in addition to state and local laws and regulations regarding public records, public meetings, and legal notices.
- Excellent verbal and written communication skills, organizational skills and decision-making skills.
- Ability to maintain confidentiality of confidential material and information.
- Ability to 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.
- Ability to operate standard office equipment including computers, typewriters, calculators, copiers, transcribers.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other agencies and the general public.
- Ability to work independently and use discretions and independent judgment.
- Possess a valid Colorado Driver's license.

### **DESIRED EDUCATION & EXPERIENCE**

- High School Diploma
- Experience with public administration and relations
- Customer Service Experience

### **PHYSICAL REQUIREMENTS AND WORKING ENVIROMENT**

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires that the employee be able to walk distances over varied terrain. Also requires sitting and driving for extended periods. Requires frequent use of personal computer, including various software packages, recorder/transcriber, binding equipment, personal vehicle, calculator and other general office equipment.



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While performing the duties of this job, the employee is consistently required to sit, and occasionally stand and walk. The employee is frequently required to talk, use hands, fingers, handle, feel or operate objects, and occasionally stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.

On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push or lift up to 50 pounds. It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position.

Employee must communicate clearly and effectively; must understand and be understood. Must be able to frequently engage in ordinary or telephone conversations with speech and hearing. Employee must be able to consistently see with near and far acuity, depth perception, color vision and field vision. Specific vision abilities required by this job include close and distance vision acuity, peripheral vision, depth perception and the ability to adjust his or her focus, allowing a broad field of vision.

### **SELECTION GUIDELINES**

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **ADDITIONAL RESOURCES & SUPPORT**

Please review the complete job description and submit an official application for the position by visiting <http://www.norwoodtown.com/applications-permits/> for the application. Application and Resume to be emailed to [grafmyer@norwoodtown.com](mailto:grafmyer@norwoodtown.com) or delivered to Town Hall. Interested candidates are encouraged to apply immediately.

Candidates are required to complete the application and attach a resume.

Please ensure all requested items are submitted and complete for consideration.

**Town of Norwood is an Equal Opportunity Employer (EOE)**