

# Town of Portage Lake Town Clerk

## Job Description

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### Nature of Work

The Town position involves clerical and office work of a more difficult nature than the Deputy Clerk, requiring knowledge of office practices, procedures and equipment use, and the use of more independent judgement and discretion.

Work is performed under the direction of the Town Manager, with instructions given in general form

The Clerk is usually also the Agent for various state departments, including Motor Vehicles, Inland Fisheries & Wildlife, and Animal Welfare.

The Clerk is the direct supervisor of the Deputy Clerk.

This position works closely with the public.

### Essential Duties And Responsibilities

- \* Customer Service at receipt counter & answering phones; handles complaints
- \* Issues licenses, permits and registrations, including dog, hunting/fishing, RV and Motor Vehicles, along with certified copies of vital records
- \* Types letters, prepares reports and other materials; Prepares minutes of the any Town Meeting or Public Hearing held
- \* Keeps personnel, financial, statistical and other important records, develops office forms & procedures
- \* Maintains computerized inventory control system as needed
- \* Handles all Local, State & Federal elections
- \* Performs related filing, clerical and record-keeping duties, including disposition of records as needed
- \* Helps various Town clubs and organizations with copies and other office-related duties

### Requirements of Work

- \* Good knowledge of business English; Knowledge of modern office practices & equipment, including credit card machine, Microsoft Office programs and proficiency with using the Internet
- \* Ability to work with relative independence, defining own work routine
- \* Ability to organize work and set priorities
- \* Ability to deal with the public tactfully & courteously
- \* Ability to establish and maintain effective working relationships with Town officials, employees and the general public
- \* Knowledge and understanding of the State statutes to the duties and responsibilities of the Town and City Clerks
- \* Ability to work in an environment with multiple distractions and/or interruptions

### Training & Experiences

- \* Attends trainings as required or as needed, seeks out training for various aspects of the position
- \* At least a High School diploma is a must
- \* Willingness and ability to learn new things, including the Town's TRIO accounting software system