

Position Description
Deputy Clerk
Town of Bow Mar
February 1, 2010

Title: Deputy Clerk
Reports to: Town Clerk for day to day assignments
Mayor

Hours per Week:

- This is a part-time position. Hours will range from 10 to 20 per week.
- It is expected that over time this position will assume more of the responsibilities of the Clerk and will take over that position.

General Duties:

The Deputy Clerk performs a broad range of tasks in support of the administration of the Town of Bow Mar. These include the following:

- Administration
 - Support for Trustee meetings including preparation of Agenda packets and materials, follow-up and completion of documentation.
 - Attend meetings (evening hours) and provide minutes from such meetings.
 - Support to Trustee Commissioners with various duties including areas of Public Works, Finance, Parks and Recreation, Building, Public Safety and Intergovernmental Relations.
 - Filing and record keeping of Town business in accordance with Colorado Records Retention schedule.
 - Assist with update of Town web-site materials.
 - Coordination and direction to contractors, vendors and suppliers providing services and materials to Town.
 - Assist with Town regular and special elections, and coordination with county elections. Responsible for the candidate nomination process, public notices, understanding and enforcing Election Laws of the State of Colorado as stipulated by the Secretary of State and County Clerks; maintain official elections records, etc.
- Financial
 - Assistance to Clerk/Treasurer to conduct Town transactions including revenue collection and tracking, payments and monthly reporting.
 - As directed by the Clerk/Treasurer, coordination with outside consultants to assist with preparation of financial reports and documents.
- Regulation
 - Organization of Town ordinances and actions to present consolidated history of changes and updates.
 - Review and summary of new and/or revised laws and regulations pertaining to municipal activities.
 - Coordination with the Mayor and Trustees to ensure compliance with laws and regulations.

Required Skills and Experience:

The following skills and experience is preferred:

- Outstanding organizational and multi-tasking skills.
- Solid knowledge of business English, writing and spelling and be able to produce quality written documents in a professional manner.
- Knowledge and competence with Microsoft Office suite of computer programs.
- Ability to tactfully work with the public in a pleasant yet firm manner when advising them of regulatory matters.
- Communication skills with reception and telephone etiquette required.
- Familiarity with web-site operation a plus.

Compensation and Benefits:

- Start at \$10.00 per hour.
- The Town does not offer other benefits.
- In the event the Deputy Clerk would be offered the Town Clerk position, a willingness to maintain the Town office at your home would be compensated by the Town for space and utility costs.