

## **Town of Edisto Beach**

### **Municipal Clerk / Human Resources Assistant**

DEPARTMENT	Administration	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Town Administrator	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	March 24, 2023
SCHEDULE	Monday-Friday, 8-4:30	SAT., SUN., HOLIDAYS	Rarely
OVERTIME	As Needed	PAY RANGE	45,000 – 50,000

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#### **GENERAL STATEMENT OF DUTIES**

The Municipal Clerk/Human Resources Assistant performs executive level administrative duties for the Mayor, Town Council, the Town Administrator, and the Administration Department of the Town of Edisto Beach and is the custodian of Town Council's official actions and documents. The Municipal Clerk/Human Resources Assistant administers services and programs designed to support the Town Administrator, Mayor, Council, employees, and the general public. The Municipal Clerk/Human Resources Assistant demonstrates professional competence, maturity of judgment, ability to establish and maintain effective working relationships and communicates effectively and positively with the Town Administrator, Mayor, elected officials, business and community organizations, Town employees and the public. The Municipal Clerk/Human Resources Assistant is responsible for keeping the minutes of the Council meetings and for publication, indexing, filing and safekeeping of all Council proceedings in accordance with statutes, Code regulations and established procedures. This position is also responsible for assisting in new employee onboarding process as well as completing all required paperwork for employees changing employment status. Additional responsibilities include codifying ordinances, conducting municipal elections, liaison with insurance companies, ensuring safety compliance, maintaining personnel files, ensuring records management is conducted according to state requirements and performing a variety of miscellaneous administrative duties. Duties reflect research, analytical, and public contact skills. Considerable tact, courtesy, and firmness must be exercised in contact with the Town Council, staff and various boards and committees and the public. Work is performed under the general supervision of the Town Administrator but is carried out with considerable independence in accordance with established procedures and policies. The principal duties of this class are performed in a general office environment.

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#### **DUTIES, FUNCTIONS AND RESPONSIBILITIES**

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Performs a variety of statutory duties to include acting as secretary of the municipal corporation, signing, and certifying authenticity of official documents, maintaining custody of the municipal seal, and providing notary services.
2. Serves as custodian of official Town records and public documents; performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring Town certification.
3. Prepares agendas and agenda packets for the Town Council meetings; notifies the Council, appropriate Town staff, the news media and other interested parties of the date and time of the Council meetings; takes notes, records minutes, transcribes and logs minutes into minutes book and maintains Council records for public examination.
4. Administers all Municipal elections, assuring laws are complied with, integrity of the election is maintained, and tallies are accurate.
5. Notifies the South Carolina Judicial Council of the name of the person who is elected or appointed as Mayor, municipal court judge, or clerk of the municipal court of the municipality.
6. Prepares agendas and agenda packets for the various Town of Edisto Beach committees, including ATAX Board, Beachfront Management Committee, TIDE Committee, Water & Sewer Committee, and the Municipal Election Commission; takes notes, records minutes, publishes minutes on website, and maintains Committee records for public examination.
7. Assists in preparing a variety of reports such as ATAX fiscal year-end report, wage survey report, etc.
8. Coordinates all retirement and insurance paperwork for employees who are changing employment status.
9. Assists in completing new employee onboarding process.
10. Prepares and advertises advertisements and legal notices of public hearings and special meetings.
11. Performs administrative assistance duties for the Mayor and Town Administrator and general assistance for the Council as requested.
12. Attends meetings, hearings, conferences as a participant or as staff.
13. Establishes and manages official records management including electronic management and storage and arranges for destruction of obsolete records; ensures records retention compliance.
14. Maintains the website calendar for Council meetings, committee meetings, and other important events as needed.
15. Develops and maintains personnel files.
16. Responsible for retrieval, storage, and preservation of Council records, and maintains the Laserfiche project, which is a paperless automation system, for Administration and Council records, ensuring all documents are properly filed and placed into this system.
17. Maintains insurance files, submits claims, and follows claims until resolved.
18. Maintains Town Assets in electronic format using data management program.
19. Provides professional advice, as needed and within the scope of duties, to the Mayor, Town Administrator and Town Council.

20. Responds to requests made by the Town Council and Town Administrator affecting the daily business operations of the Town.
21. Maintains master list and status of Council and all Town Committees, including appointments, terms of office; advises Council and Town Administrator as to vacancies and terms; and accepts applications for Council.
22. Processes all ordinances, resolutions, and other actions of the Town Council and maintains an up-to-date file of Town Code of Ordinances.
23. Files ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code; publishes all Town ordinances.
24. As needed, trains and assists Town departments in the application of the Municipal Clerk/ Human Resources Assistant's record management policies, procedures, and techniques, including correspondence control, electronic storage, storage, retrieval and disposition of records.
25. Administers the issuance of various municipal licenses in accordance with applicable Town ordinances and regulations.
26. Provides public records and information to citizens, civic groups, the media, and other agencies as requested.
27. Obeys safety rules and exercises caution in all work activities.
28. Maintains harmony among co-workers and uses the highest ethical discretion and confidentiality when dealing with Town business.

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

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. Commitment in keeping current with legal and legislative developments affecting municipal elections, compliance with the South Carolina Freedom of Information Act and Records Management.
2. Thorough knowledge of all relevant state statutes pertaining to election laws, poll managers, and voter registration laws.
3. Thorough knowledge of Town operations, policies, and procedures.
4. Thorough knowledge of State Public Records act and regulations governing records management.
5. Thorough knowledge of records management and archives principles.
6. Thorough knowledge of legal requirements for records retention.
7. Thorough knowledge of computer and software programs to design indexes for record tracing, archival, retention and storage, word processing and use of email.
8. Thorough knowledge of state election computer system.
9. Thorough knowledge of office administration.
10. Ability to effectively serve as Town Clerk and aid the Town Council.
11. Ability to effectively manage, maintain and archive Town records.
12. Ability to manage multiple projects simultaneously, set goals and develop an action plan to achieve them.
13. Ability to interact with the public and staff in a courteous and diplomatic

manner.

14. Ability to establish and maintain effective working relationships with the Mayor, Town Council, Town Administrator, other elected officials, department heads, other Town employees, Federal, State, and local government agency representatives, local business and community organizations, the news media, and the public.
15. Ability to perform basic mathematical computations efficiently and accurately.
16. Ability to communicate effectively with others, orally and in writing, using both technical and non-technical language using the English language.
17. Ability to understand and follow oral and /or written policies, procedures, and instructions.
18. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
19. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
20. Ability to use logical and creative thought process to develop solutions according to written specifications and /or oral instructions.
21. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
22. Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
23. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
24. Thorough knowledge of standard and approved practices and procedures employed in processing, safekeeping, and utilization of official records and documents.
25. Considerable knowledge of electoral procedures and policies.
26. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.
27. Knowledge of public management techniques and principles.
28. Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting actions taken.
29. Ability to use good judgment in making decisions in conformance with laws, regulations, and policies.
30. Ability to research program documents and narrative materials and compile reports from information gathered.
31. Ability to generate grammatically correct documents.
32. Ability to understand and follow complex oral and written instructions.
33. Considerable skill in use of a calculator, computer terminal, personal computer, internet search engine and other related office machines.
34. Ability to lift and move storage boxes and election equipment.
35. Ability to maintain confidential information.

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## **MINIMUM REQUIREMENTS**

### **MINIMUM EDUCATIONAL REQUIREMENTS.**

Extensive progressively responsible secretarial, clerical, or administrative experience and completion of high school; or completion of an associate degree program in secretarial

science or business administration with experience as indicated above; or, preferably, graduation from a four-year accredited college or university preferably with a major in records management, business administration, public administration or related field; or an equivalent combination of experience and training. Bachelor's degree preferred.

#### **MINIMUM EXPERIENCE REQUIREMENTS.**

Six (6) years of related experience or executive level administrative work in local government or equivalent combination of education and administrative work experience.

#### **MINIMUM LICENSE REQUIREMENTS.**

Valid South Carolina Driver's License or ability to secure South Carolina Driver's License upon employment.

Municipal Clerk Certification by the Municipal Clerk and Treasurer's Institute or completion of a substantial amount of the requirements with the ability to obtain certification within three (3) years.

Notary Public Certification (must be obtained within 3 months of employment)

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### **PHYSICAL REQUIREMENTS**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and other related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function efficiently in a general environment.
- Ability to sit for extended periods of time.
- Ability to move 20 to 25 lb boxes.
- Ability to move about the office and building.

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### **ESSENTIAL SAFETY FUNCTIONS**

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their

supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

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### **Acknowledgments**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

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Employee's Name Print

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Signature

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Date

\_\_\_\_\_  
Town's Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*