

Job Description: **Town Clerk**

Position Type:

Full-Time (37.5 Hours Per Week) with Full Benefits

Salary:

\$50,000.00 to \$70,000.00

Work Hours:

Monday to Friday 8:00 am to 4:00 pm, with occasional after-hours meetings

FLSA Status:

Exempt

Job Summary

Appointed by the Mayor and Town Council, the Town Clerk performs a variety of administrative, ministerial, and specialized duties which require accuracy, proficiency, confidentiality, and independent judgment. The Town Clerk attends all meetings of the Seabrook Island Town Council, Planning Commission, Board of Zoning Appeals and various town boards and committees and serves as clerk/secretary to the same. The Town Clerk acts as the custodian of official town records, including meeting minutes, ordinances, resolutions, proclamations, agreements, contracts, leases, titles, and other legal documents, and ensures appropriate accessibility to the public and retention pursuant to state law. The Town Clerk may also be appointed by the Mayor and Town Council to serve as the Clerk of Court.

Minimum Training & Experience

- A minimum of an associate degree is required; a bachelor's degree is preferred.
- A minimum of five years' experience in legal, secretarial, or records management work is required. Prior government experience, specifically, municipal government experience, is strongly preferred. Prior experience working in a coastal community is also a plus.
- Graduation from the South Carolina Municipal Clerks and Treasurers Institute (MCTI) and/or designation as a Certified Municipal Clerk (CMC) are preferred.
- Proficiency in Microsoft Office Suite is required, including Word, Excel, Access, Outlook, and PowerPoint; prior experience with the Zoom meeting platform is strongly preferred.
- Must possess a valid South Carolina Drivers' License.
- Must possess (or be able to obtain) a South Carolina Notary Public commission.
- Must be bondable.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently and able to work independently and as part of a team.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of Town Clerk.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

Desirable Knowledge, Skills and Abilities

- Knowledge of applicable state statutes and regulations, including, but not limited to, the South Carolina Freedom of Information Act and South Carolina Municipal Records Retention Schedule.
- Excellent written and oral communications skills; clear and concise communicator whether with individual members of Town staff, Town Council, businesses, community organizations or members of the public.
- Considerable knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Ability to take initiative to fulfill duties under limited supervision.
- Ability to maintain official records and to prepare accurate reports.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to a supervisor.
- Ability to perform research and present findings in a clear, concise, and effective manner.

Duties Include, But Are Not Limited To:

Town Clerk Functions

- Attends all meetings of the Seabrook Island Town Council, Planning Commission, Board of Zoning Appeals and various town boards and committees and serves as Clerk/Secretary to the same.
- Provides professional administrative support to the Mayor and members of Town Council; issues reminders for meetings for which the Mayor is the town's representative.
- Ensures adequate notice of all public meetings, workshops and public hearings as required by the South Carolina Freedom of Information Act; provides reminders to elected and appointed officials.
- Prepares, assembles agenda packets for all town meetings.
- Prepares and maintains minutes for all regular meetings, special called meetings and public hearings of the Town Council, Planning Commission, Board of Zoning Appeals and various boards and committees in accordance with the South Carolina Municipal Records Retention Schedule.
- Manages the live streaming and archiving of audio and video for all public meetings.
- Acts as the custodian of official town records, town seal, meeting minutes, ordinances, resolutions, proclamations, agreements, contracts, leases, titles, and other legal documents, ensuring appropriate accessibility to the public and retention pursuant to state law.
- Attests, notarizes, and certifies official documents, including but not limited to contracts, leases, and oaths of office on behalf of the town.
- Oversees the preparation, publication, codification, and filing of legal notices and ordinances, resolutions, and council actions in accordance with established procedures and legal requirements.
- Researches and compiles information as requested by the Mayor, Town Council, other boards or committees, and the Town Administrator; performs special projects as requested.
- Maintains a current roster of board, commission, and committee members; assists with the recruitment, appointment, and orientation process for new members; ensures that all members satisfy minimum training requirements as required by state law.
- Receives and processes records requests under the South Carolina Freedom of Information Act.

- Coordinates with the Charleston County Board of Elections & Voter Registration for the conduct of municipal elections; collects statements of candidacy from candidates for municipal offices; coordinates election dates.
- Assists with emergency planning and preparation efforts; assists with preparation, maintenance, and distribution of updates to the town's Comprehensive Emergency Plan; prepares and distributes emergency response passes and photo ID's; maintains emergency materials and supplies.
- Distributes to the Mayor, Town Council, and Town Administrator all relevant information, inquiries, reports, and requests which are received from outside agencies, entities and departments.
- Performs other related duties as assigned or required to meet organizational needs.

Clerk of Court Functions

The Town Clerk may perform the following functions, subject to appointment by Town Council as Clerk of Court, pursuant to the requirements of Sec. 10-3 of the Code of Ordinances for the Town of Seabrook Island.

- Prepares a docket for each session of the Municipal Court based on summonses issued by town Code Enforcement Officers.
- Ensures that a member of town staff is available to receive court fines as each case is decided by the Municipal Judge or Associate Judge(s) (if applicable); ensures the timely deposit of all court fines into the court account.
- Prepares and submits monthly court reports to the South Carolina State Treasurer's Office (a report must be filed each month even if the town does not hold a court session); prepares and submits reports/payments to the Charleston County Treasurer's Office for the Victim's Advocate Fee, with a copy of such report also being provided to the Charleston County Summary Court Administration.
- Prepares and submits the annual Municipal Judicial Survey and Disposition Report to the State of South Carolina Court Administration.
- Ensures that the Municipal Judge and Associate Judge(s) (if applicable) obtain annual Continuing Legal Education Credits; ensures the timely processing and payment of all reimbursement requests.
- Provides necessary information to the town's auditor so that a yearly court report may be incorporated as part of the town's annual audit.
- Prepares and coordinates the collection of unpaid court fines and fees via the Municipal Association Set-Off Debt program.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

Position Individual Requirements

- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.
- Exercises initiative, independent judgment, and discretion in fulfilling job duties.

- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.