



Town of Occoquan, Virginia

Job Description

314 Mill Street, Occoquan, VA 22125

www.occoquanva.gov

Position: TOWN CLERK	Work Schedule: M-F, 8:00 am - 4:30 pm Some Evenings and Weekends
Department: ADMINISTRATION	
Position Type: PERMANENT, FT	

Under general supervision, performs highly responsible administrative and paraprofessional work in the coordination of the daily operations of the Town of Occoquan. The Town Clerk is responsible for supporting meetings and keeping a correct and proper record of the proceedings of the Town Council; publishing ordinances and resolutions adopted by the Town Council; serves as the custodian of Town records; and supports daily operations through public interface and administrative support. Work is performed under the supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Serves as custodian of all Town records in accordance with the Library of Virginia regulations. Maintains hard copy and electronic document database.
- Publishes all ordinances, resolutions and proclamations adopted by the Town Council and maintains a current and permanent record.
- Maintains the official copy of the Town Code, including responsibilities for all re-codifications.
- Prepares and distributes meeting agenda packets and associated materials for the Town Council, Planning Commission, Board of Zoning Appeals and Architectural Review Board. Serves as staff support for Planning Commission.
- Attends all regular and public hearings of the Town Council and keeps a correct and proper record of its proceedings; advertises/posts legal notices for town meetings and hearings in accordance with the timelines established by state statute.
- Keeps record of the Town's boards and commissions' membership and attendance, and schedules appointment considerations by Town Council when appropriate.
- Updates and manages content on the Town's website.
- Assists with the zoning approval request process and prepares message and precious metal licensing renewal notifications.
- Develops content and produces the monthly Town newsletter.
- Serves as the Town's Freedom of Information Act Official and coordinates the Town's response to requests.
- Greets and assists visitors to Town Hall and provides exceptional customer service.
- Maintains effective working relationship with employees, officials and the public. Handles public relation problems courteously and tactfully.
- Answers phones and provides information and assistance to the public on request. Assists by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to Town staff and/or officials.

- Maintains the public trust by keeping information confidential as appropriate.
- Assists with the semi-annual craft show.

ADDITIONAL JOB FUNCTIONS

- Serves as Notary.
- Works on special projects as assigned by the Town Manager.
- Provides customer service and supports administrative office coverage during core business hours. Cross-trained on basic town functions and programs to aid in the continuity of town services.
- Performs general administrative/ office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing system, etc.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the functions and organization of municipal government; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports and correspondence; ability to express ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with Town officials, associates and the general public.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in a relevant field supplemented by three years of responsible professional work experience, preferably in a local government setting; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities. Experience with document management and scheduling programs, and QuickBooks preferred.

POSITION SPECIFICS

Benefits: Employer Paid Life Insurance and Disability; Employer Match for Simple IRA; The Local Choice health benefit program

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position.