

Town of Ansonville

Job Description

Part-Time Deputy Clerk

Job Title: Part-Time Deputy Clerk

Department: Administration

Reports To: Clerk/Finance Officer

FLSA Status: Non-Exempt

Employment Status: Part-Time (Approximately 20–29 hours per week, as assigned)

Position Summary

The Part-Time Deputy Clerk provides administrative, financial, and customer service support to the Town of Ansonville. Under the direct supervision of the Clerk/Finance Officer, the Deputy Clerk assists with daily municipal operations, utility billing, records management, public inquiries, financial recordkeeping, and other administrative duties. This position serves as a backup to the Clerk/Finance Officer and must maintain confidentiality while providing professional and courteous service to the public.

Essential Duties and Responsibilities

The duties listed below are representative of the position but are not intended to be all-inclusive.

Administrative Support

- Provide exceptional customer service to residents, businesses, and visitors in person, by telephone, and electronically.
- Receive and route incoming calls and correspondence.
- Prepare correspondence, reports, forms, agendas, meeting packets, and other documents.
- Maintain official Town files and records in accordance with North Carolina records retention requirements.
- Assist with maintaining public records and responding to public information requests.
- Receive, sort, and distribute incoming mail.

Financial & Utility Billing Support

- Assist with utility billing, customer account maintenance, and payment processing.
- Receive utility payments and other Town revenues.
- Prepare bank deposits and balance daily receipts.
- Maintain accurate financial records and assist with account reconciliations.
- Assist with accounts payable and accounts receivable processing.
- Support the Clerk/Finance Officer during audits and budget preparation.

Municipal Operations

- Assist with preparation for Town Council meetings.
- Prepare meeting packets and distribute materials.
- Record and maintain official documents as assigned.
- Assist with election-related administrative duties when necessary.
- Maintain office supplies and equipment inventory.

Customer Service

- Answer questions regarding Town services, utility accounts, permits, and policies.
- Resolve routine customer concerns or refer complex issues to appropriate staff.
- Maintain positive working relationships with citizens, elected officials, and vendors.

Other Duties

- Serve as backup to the Clerk/Finance Officer during absences.
 - Cross-train in various administrative functions.
 - Perform other duties as assigned by the Clerk/Finance Officer or Town Administrator.
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Minimum Qualifications

Education

- High school diploma or GED required.
- Associate degree in Business Administration, Accounting, Public Administration, or related field preferred.

Experience

- Minimum of two years of administrative office experience preferred.
 - Experience in local government, bookkeeping, utility billing, or municipal finance is highly desirable.
 - Experience working with accounting or municipal software is preferred.
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Knowledge, Skills, and Abilities

The successful candidate should possess:

- Knowledge of general office procedures and practices.
 - Strong customer service and interpersonal skills.
 - Basic accounting and bookkeeping principles.
 - Ability to maintain confidential information.
 - Strong organizational and time-management skills.
 - Ability to prioritize multiple tasks.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office (Word, Excel, Outlook).
 - Ability to learn municipal software systems.
 - Ability to work independently with minimal supervision.
 - Ability to establish and maintain effective working relationships with coworkers, elected officials, and the public.
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Physical Requirements

The employee frequently:

- Sits for extended periods.
- Uses a computer, calculator, and other office equipment.
- Communicates effectively in person and by telephone.
- Occasionally lifts up to 25 pounds.
- Occasionally bends, stoops, reaches, and files documents.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Working Conditions

- Primarily performed in a professional office environment.
 - Frequent interaction with the public.
 - Occasional attendance at evening Town Council meetings or special events may be required.
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Preferred Qualifications

- North Carolina Municipal Clerk Certification or willingness to obtain.
 - Experience with municipal utility billing software.
 - Experience handling cash receipts and financial transactions.
 - Familiarity with North Carolina local government operations and records management.
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Compensation

Salary is commensurate with qualifications and experience, in accordance with the Town of Ansonville's approved pay plan. This is a part-time position and may not be eligible for all employee benefits. Salary is hourly; from \$18-\$21 per hour.

Disclaimer

This job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Town of Ansonville reserves the right to revise this job description at any time to meet organizational needs.