

**A Town Deputy Clerk assists the Clerk Treasurer in administrative, legal, and public service functions, often acting as the Clerk's representative in their absence.**

### **Core Responsibilities**

**Administrative Support:** The Deputy Clerk maintains official records, prepares meeting agendas and documents, and ensures compliance with municipal regulations and statutes. They assist with correspondence, invoice processing, payroll, bank reconciliation, tax payments, and other various tasks, supporting both the Clerk Treasurer and other municipal staff.

**Council and Committee Support:** They attend Town Council meetings when required. They provide information to council members and the public regarding municipal procedures and decisions.

**Records and Licensing:** The Deputy Clerk accepts payments for permits only while filling in for the Utility Clerk.

**Elections and Legal Duties:** They notarize documents and may handle legal filings in the absence of the Clerk Treasurer.

### **Skills and Qualifications**

- **Education:** High school diploma or GED is required.
- **Experience:** Several years of progressively responsible administrative work, ideally in a municipal or public sector setting.
- **Certifications:** Notary Public Certification is helpful.
- **Skills:** Effective communication, organizational, research, and decision-making abilities; ability to handle confidential information; proficiency with records management and municipal software; multitasking under deadlines.

### **Work Environment**

Deputy Clerks typically work in standard office settings, frequently using computers and managing multiple tasks simultaneously. They may be required to attend meetings, manage schedules, and respond to public inquiries, balancing routine administrative duties with specialized municipal responsibilities.

In summary, a Town Deputy Clerk plays a vital role in supporting the Clerk Treasurer, ensuring smooth municipal operations, legal compliance, and effective public service. Their duties span administrative, legal, and community-focused functions, making them essential to local government efficiency and transparency.

Hours are 7:30 a.m. to 4:00 p.m., Monday-Friday. Pay is based on experience. Benefits are offered after the first 30 days of employment. Please send a resume to Town of Avilla, PO Box 49, Attention Lisa Duehmig, Avilla, IN 46710 or drop of at 108 S. Main Street, Avilla.