**Town of Cheriton**

**Position Description**

**Deputy Town Clerk/ DMV Specialist**

**Status: Part Time**

Created: October 2020

Adopted:

**General Description:**

The Deputy Town Clerk/ DMV Specialist is under the direction of the Town Manager, this position is responsible for performing complex and confidential support services for the Town Manager and is a part time position. Work includes assisting in the compiling of the Town agenda packets and assisting in the administering and overseeing the Town records management and a variety of routine and complex clerical, record keeping and administration functions and any other duties assigned by the Town Manager.

**Primary Duties:**

The Deputy Clerk assists with preparation, distribution and follow up of Town Council agenda and packet items. Ensures timely receipt of items scheduled on upcoming Council agendas. Assist with formats for agendas and collection background material for packets. Posts packets to website and public bulletin boards

Assists with the Town’s records management program, which includes archival, records retention and retrieval for Town Council and the public. Provides direction for all activities pertaining to the Town’s municipal records/ information management system.

Reviews all retention schedules for the State of Virginia and monitors the disposition of all Town records.

Maintains and updates the Town’s website. Provides public records, information and explanation of Town ordinances to citizens as requested in person, by telephone or email.

Communicates with Town Council, citizens, advisory boards and commissions, and outside agencies to perform research and provide information as required.

Attends Council and Committee meetings, taking and preparing minutes in the absence of the Town Manager as necessary.

Manages and coordinates special projects as requested.

Performs the duties of the Town Manager in their absence when assigned.

Performs related work as assigned by the Town Manager.

Knowledge of functions, activities and responsibilities of the Town Clerk office in addition to state and local laws and regulation regarding public records, public meetings and legal notices.

Excellent verbal and written communication skills, organizational skills and decision making skills.

Ability to maintain confidentiality of confidential material and information.

Ability to understand, interpret and codify Town ordinances, in conjunction with the direction of and participation in the retention, retrieval, organization and destruction of official records and documents.

Ability to operate standard office equipment.

Ability to establish and maintain effective working relationships with co- workers, supervisors, other agencies, and the general public.

Ability to work independently and use discretion and independent judgement.

DMV Specialist is responsible for verifying documents, opening and closing the DMV, performing the full range of DMV transactions, and serving as a key holder and all other responsibilities listed on the DMV Employee Work Profile Performance Plan.

**Education and Experience Requirements**

* High School diploma or equivalent.
* Requires related work experience.

**Americans with Disabilities Requirements**

Physical Demands: Requires sedentary work involving standing, bending or walking for brief periods and some dexterity in operating machines, tools or office equipment. Employee may be required to lift, pull or push up to 35 lbs.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking.

**Americans with Disabilities Act Compliance**

The Town of Cheriton is an Equal Opportunity Employer. ADA requires the Town to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management

By signing this job description, I acknowledge and understand the job requirements for this position and I am in agreement to the job responsibilities as stated above.

Signature of Employee

Date