

## **Vacancy- Town of Fordoche - Town Clerk**

SALARY: Dependent upon Experience (Starting \$33,280 - \$41,600 per year)

Retirement benefits.

Paid days off as same as state Holidays.

Progressive vacation

Schedule is Monday-Thursday - 10 hour days. Or, Monday - Friday, 8 hour days.

### **About the Municipal Clerk role**

The municipal clerk is responsible for managing the administrative functions of a municipality, including preparing and maintaining records, processing documents, accounting, and providing customer service to the public.

### **Role Purpose**

The purpose of a Municipal Clerk is to ensure that the town is in compliance with all applicable laws and regulations. They are responsible for maintaining records, preparing agendas and minutes for municipal meetings, accounting, A/R and A/P, processing utility bills and payments, issuing permits and licenses, responding to public inquiries, and providing general administrative services. The Municipal Clerk is a vital part of the local government and provides essential services to the community.

### **Municipal Clerk Summary**

Municipal Clerk Job Summary: The Municipal Clerk is responsible for providing administrative, clerical and technical support to the Municipal Corporation and its elected officials. The Clerk is responsible for maintaining records and documents, preparing agendas and minutes for meetings, providing customer service to the public, managing the financial aspects of the municipality, and assisting the Mayor and Council with their duties. The Clerk must have excellent organizational, communication, and interpersonal skills. Knowledge of local government laws and regulations is also required.

### **Municipal Clerk Duties**

- Manage day-to-day operations of municipal office

- Maintain and update official records
- Attend and record proceedings of municipal meetings
- Advise elected officials and staff on legal/regulatory matters
- Provide administrative support to mayor, council, and staff
- Respond to citizen inquiries and complaints
- Manage budget and financial records
- Perform all accounting duties including A/R and A/P, and utility billing processes.

## **Municipal Clerk Skills**

- Excellent writing and communication skills
- Strong organizational and time-management skills
- Proficiency with Microsoft Office Suite
- Experience with local government operations

## **Municipal Clerk Requirements**

- High School Diploma or G.E.D.
- Must have driver's license
- Be able to be bonded
- Submit to a pre-employment drug screen and subject to random drug screening post hire.
- Ability to effectively communicate with the public, elected officials and other municipal staff
- Accounting experience
- Knowledge of legal and administrative processes related to municipal government
- Ability to manage multiple tasks and projects simultaneously
- Strong organizational skills and attention to detail
- Proficiency with computers and software programs related to record keeping, financial, and office management

## **Personal Traits**

- Organizational skills
- Attention to detail
- Time management
- Good communication skills

**Deadline to apply is Monday, April 14<sup>th</sup> at noon.**

**Send resume to.**

**Justin K. Cox**

**Town Manager**

**[Manager@fordoche.org](mailto:Manager@fordoche.org)**

**Or, drop off at the Fordoche Town Hall**

**5390 Fordoche Road**

**Fordoche, La. 70732**