



Job Description

JOB TITLE: Deputy Town Clerk	
DEPARTMENT: Town Hall	
LOCATION: LOUISA, VA	
REPORTS TO (TITLE): TOWN CLERK	
DIRECT REPORTS (TITLES): N/A	
LEVEL:	FULL-TIME: <input checked="" type="checkbox"/> PART TIME: <input type="checkbox"/> EXEMPT: <input type="checkbox"/> NONEXEMPT: <input checked="" type="checkbox"/>
MAJOR PURPOSE OF THIS JOB: Serves as the Deputy to the Town Clerk. Assists Town Clerk in maintaining all professional records and documents, and related work as required. Provides support for cemetery transactions. Provides support for utility transactions for the residents and businesses.	
JOB DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Independently answers routine correspondence for supervisor• Completes, reviews and checks records, forms, and other documents for accuracy, completeness, and conformance to rules and regulations• Assists Town Clerk in analyzing, interpreting, and communicating financial information to provide guidance to Town officials and departments• Assists Town Clerk with sales and management of cemetery lots and records; maintains cemetery rules• Answers telephone calls and responds to walk-in inquiries from the public• Coordinates and bills for trash collection• Assists Town Clerk in preparing agendas and minutes• Attend monthly Planning Commission Meetings• Opens and distributes mail• Performs related tasks as required	
WORKING CONDITIONS: While performing the duties of this job, employee is regularly required to sit, walk and stand, talk and hear, both in person and by telephone, use hands repetitively to work, handle, feel or operate standard office equipment, reach with hands and arms, and lift up to 25 pounds. The work is not subject to adverse environmental conditions.	

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of the function and organization of municipal government
- Knowledge of standard office procedures, practices, and equipment
- Ability to research and prepare reports
- Ability to express ideas effectively both orally and in writing
- Proficient accounting skills
- Ability to analyze and solve complex problems
- Ability to make sound decisions
- Thorough set of computer skills
- Ability to establish and maintain effective working relationships with Town officials, associates and the general public

EDUCATION AND TRAINING REQUIREMENTS: *(List the minimum requirements for the position.)*

- Must hold a valid state department issued Driver's License
- Any combination of education, experience, and training equivalent to completion of high school

PHYSICAL REQUIREMENTS: *(List specifics of required lifting, carrying, standing, climbing, and movement activities.)* ADA: Town of Louisa, VA will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments.

CATEGORY A:

(Activities to equal 100%)

- | | |
|--------------|-----|
| 1) Standing | 25% |
| 2) Walking | 25% |
| 3) Sitting | 50% |
| 4) Kneeling | 0% |
| 5) Crouching | 0% |
| 6) Crawling | 0% |

CATEGORY B:

(Degree of Exposure)

- | | |
|------------|-----------|
| 1) Talking | Extensive |
| 2) Hearing | Extensive |
| 3) Reading | Extensive |
| 4) Seeing | Extensive |

CATEGORY C:

(Degree of Exposure)

- | | | | |
|---------------------|---------|--------------|---------|
| 1) Reaching | Limited | 2) Climbing | Never |
| 3) Grasping | Limited | 4) Balancing | Never |
| 5) Pushing | Limited | 6) Bending | Limited |
| 6) Pulling | Limited | 8) Twisting | Limited |
| 9) Manual Dexterity | Never | 10) Stooping | Limited |

CATEGORY D:

(Physical Strength Requirements - Lifting)

How often?

- | | |
|------------------|----------|
| < 10 lbs | Moderate |
| 11 lbs to 20 lbs | Moderate |
| 21 lbs to 30 lbs | Limited |
| 31 lbs to 50 lbs | Never |
| > 51 lbs | Never |

DATE PREPARED:

APPROVED BY:

While this job description is intended to be an accurate reflection of the position, management reserves the right to modify, add, or remove duties and to assign other duties as necessary. Furthermore, all duties and responsibilities are essential job duties and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.