

TOWN OF JAMESVILLE
JOB DESCRIPTION
ASSISTANT TOWN CLERK

Hours of Work: Part-time – 12 hours per week

Salary: Dependent on Experience

Role Description

- The Assistant Clerk is responsible for a range of administrative functions which support the work of the Town Clerk in ensuring that the instructions of the Council, in connection with its function as a local authority, are carried out.
- The Assistant Clerk will assist in the production of information required for the Council to make effective decisions.
- In the Absence of the Clerk, the Assistant Clerk will ensure basic services are maintained, and where appropriate will be under the instructions of the Mayor or another designated Council member.

Statutory Requirements

- In conjunction with the Clerk to ensure that the statutory and other provisions governing or affecting the running of the Council are observed.
- To work with the Clerk to ensure effective management of health and safety for the Town of Jamesville.

Council Meetings

- As directed by the Clerk, to arrange meetings, and ensure attendees are invited and the meeting space is available.
- To attend Council and Committee meetings as required.
- To service the Town Clerk including the preparation of draft minutes and the implementation of actions required to ensure that recommendations or decisions are carried out in a timely manner.
- In readiness for Council and other meetings which are the responsibility of the Council, to prepare information under the direction of the Town Clerk.
- To display agendas, minutes and other notices from the Council at sites designated from time to time by the Council.

Council Services and Activities

- To assist in opening the office daily when requested. To ensure the office is locked securely at the close of the day.
- To receive visitors and deal with inquiries via telephone and in person as appropriate.
- To accurately record and post receipts, and distribute or deal with as appropriate.
- To order and ensure the adequate provision of all stationery, equipment and supplies for the office.
- To receive and report on invoices for goods and services to be paid.
- To assist the Clerk in the day-to-day running of the Town office.

- To assist the Town Clerk in managing the Mayor’s calendar of official engagements, and any other official engagements relating to Council members.
- To ensure a calendar of Council meetings, events and activities are managed and posted on the Town of Jamesville’s website.
- To support the Clerk in the delivery of the Council’s strategic plans.

Finance and Legal

- To assist in the management of the Council’s payment process to ensure timely payment of approved accounts for payment.
- To assist in the issuance of invoices on behalf of the Council for goods and services and to ensure that payment is received.
- To assist the Clerk with the management of financial and accounting records.

Information Technology

- To aid Town Clerk in maintaining and updating a range of the Council’s computerized records.
- To observe all current practices relating to IT security, such as the use of robust passwords, document protection and/or encryption where necessary.
- To ensure all Council records are kept safely and securely, and that personal data is processed in strict compliance with current Data Protection legislation.
- To make a note of underperformance in the Council’s IT systems and promptly notify the IT consultant of any problems, keeping the Town Clerk informed.

Communications and Public Relations

- To receive and respond to simple correspondence, bringing relevant matters to the attention of the Clerk and Council members.
- To assist in the organizing of civic events and attend where appropriate.
- To promote the Council’s policies and activities.
- To assist in the responsibility for the maintenance, administration and development of the Council’s website, updating agendas, minutes and other items as required.

Policy and Procedures

- To assist the Clerk in updating Council policies.
- Community Engagement and Partnership Working
- To support and assist the Clerk and Council members to identify ways in which the Town Council can further strengthen its relationships with the community.

General

- To undertake such duties as may from time to time be allocated by the Clerk.
- To develop personal skills, knowledge and expertise related to the role through appropriate means agreed with the Town Clerk.
- To work at all times within the Council framework of Equal Opportunities.
- To act as an Ambassador for the Council and to strive at all times to protect, preserve and promote the good reputation of the Council.