Job Description

**Position:** Town Clerk  
**Reports to:** Town Board and Town Administrator  
**Supervision Exercised:** May supervise administrative staff  
**FLSA:** Exempt

**Objective:** The Town of Palmer Lake is seeking a highly motivated, results oriented, qualified Town Clerk to join our leadership team.

**General Statement of Duties:** This position performs administrative and professional functions as provided by law and serves as one of the Town’s key management staff.

**Essential Functions:**

- Provide administrative leadership as part of the Town’s management team. This includes authority to make binding decisions on behalf of the Town.
- Provide full support to Town Board Meetings, Work Sessions, Planning Commission, and Board of Adjustment meetings. This includes scheduling, preparing the agenda, attending the meeting, taking minutes, and doing any required follow-up.
- Supports Board activities, functions and needs
- Established records management systems and maintains all Town files and records in accordance with state archival guidelines and Town policies; responds to open records requests.
- Maintains all Town codes and policies to ensure all changes and updates are incorporated accordingly.
• Coordinates and monitors the preparation and publication of all ordinances, resolutions and other notices in accordance with the required public notification requirements in the Town Ordinances and State Statues.
• Conducts Municipal Elections in accordance with the Colorado Municipal Election Code or coordinated elections with El Paso County as appropriate.
• Administers and maintains all Town licensing provisions as specified by Town Code, State statutes and regulations, including liquor and marijuana licensing.
• Communicates with and interacts with the public daily to ensure all pertinent Town information and questions are answered accordingly; maintains the Town website.
• Maintains proper financial records of all transactions in accordance with generally accepted governmental accounting practices and procedures.
• Assists with preparation, implementation, and monitoring of the Town’s budget.
• Responsible for all Colorado Open Records Act requests and requirements.
• Manage all the administrative and clerical functions related to running the Town of Palmer Lake Municipal Court.
• Manages daily Human Resources activities and partners with the Town Administrator for broad HR related actions.
• Carries out other duties and responsibilities as assigned or necessary for the proper conduct of Town business.
• Continually seeks to improve job skills through education/training.

Knowledge of:

• Modern office practices, procedure, and equipment.
• Municipal budgeting.
• Colorado Court laws, rules, procedures, and best practices.
• Basic Human Resources laws, rules, procedures, and best practices.
• Laws, rules, and procedures governing municipalities, including elections, liquor licensing, and records management.

Ability to:

• Assess needs and follow through with independent decisions.
• Be a leader in actions that move the Town forward in a positive direction.
• Understand and follow oral and written instructions in the English language.
• Operate a personal computer to create and manipulate databases, word processing, spreadsheet, records archival software, email, and internet.
• Proficiency in Microsoft Office products.
• Work cooperatively with elected officials, employees and the public, often under stressful circumstances.
• Communicate orally and in writing with co-workers, employees, and the public in a tactful and courteous manner, in person, by telephone, and electronically.
• Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements, such as keyboard, calculator, etc.
• Make arithmetic calculations with speed and accuracy.
• Perform alphabetical and numerical filing.
• See well enough to operate office machines and review work products.
• Lift and maneuver file boxes and other office items of up to 25 pounds.
• Dexterity to allow general reaching, handling, and grasping of routine office items.
• Work safely without presenting a direct threat to self or others.

Education/Training Requirements:

• High School degree or equivalent. A Bachelor’s degree or higher in Public Administration or related field is preferred.
• A minimum of three years responsible experience in the Municipal Clerk profession.
• Certified Municipal Clerk or Master Municipal Clerk designation preferred, or the ability to obtain CMC certification within 3 years of employment.
• Any equivalent combination of education and experience will be considered.

Additional Requirements:

• This position may require travel to off-site locations for errands or training. If a Town vehicle is used, must be physically capable of operating the vehicle safely, possess a valid driver’s license and have an acceptable driving record.
• The person hired for this position must be able to provide documentation of eligibility to work in the United States.
• This position is subject to a criminal background check.

Physical Requirements:

This job is conducted mostly in an indoor environment with typical indoor climate, lighting, and air quality. Tasks may be conducted either sitting or standing at a desk for most of the workday. The person in this position should expect to experience pushing/pulling of up to 25 pounds; bending/reaching/twisting occasionally; and have the ability to lift and carry up to 25 pounds occasionally. Outdoor environment and vehicle travel may be experienced occasionally during errands out of the office.

Notice:

All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.