MUNICIPAL CLERK
Full-Time Position
Department: Administration
Reports To: Mayor / Town Council
Position Type: Full-Time
Pay: $20-$24 Based on experience

POSITION SUMMARY
The Municipal Clerk serves as the administrative support officer for the municipality and is responsible for coordinating daily administrative operations, maintaining official municipal records, supporting the Mayor and Town Council, administering zoning-related functions, and overseeing the Customer Service Office.
The Municipal Clerk serves as the Mayor's primary administrative point of contact for routine municipal operations, employee coordination, departmental administrative needs, and general Town Hall matters.
This position provides direct administrative supervision of Customer Service Office personnel, including the Municipal Court/Business License Clerk, Customer Service Representative, and Utility Billing Clerk.
The Municipal Clerk also serves as the Town's Zoning Administrator and municipal election liaison, coordinating zoning applications, land-use administration, election preparations, public notices, and related municipal administrative responsibilities.
The position requires strong organizational skills, sound judgment, discretion, professionalism, and the ability to work effectively with elected officials, employees, department heads, residents, businesses, and the general public.

1. MUNICIPAL CLERK / COUNCIL SUPPORT

- Maintain official municipal records, ordinances, resolutions, minutes, and related documents.
- Prepare and distribute Town Council agendas and meeting materials in coordination with the Mayor.
- Attend Council meetings and prepare or maintain official meeting minutes.
- Maintain official records of Council actions and decisions.
- Coordinate public notices, meeting advertisements, and required publications.
- Maintain municipal records in accordance with applicable retention schedules.
- Coordinate responses to public records requests in accordance with applicable law.
- Maintain municipal contracts, agreements, policies, and administrative documents.
- Assist the Mayor and Council with correspondence, reports, and administrative matters.
- Ensure compliance with applicable open meetings, public records, and municipal recordkeeping requirements.

2. CUSTOMER SERVICE OFFICE SUPERVISION
Provide direct administrative supervision and oversight of the Customer Service Office, including:

- Municipal Court / Business License Clerk

- Customer Service Representative
- Utility Billing Clerk

Responsibilities include:

- Assign and coordinate administrative office responsibilities.
- Provide guidance regarding daily operations and customer service procedures.
- Monitor office workflow and customer service standards.
- Address escalated customer concerns and complaints.
- Review administrative processes and recommend improvements.
- Coordinate employee schedules and office coverage.
- Ensure accurate collection, recording, and handling of municipal revenues.
- Establish consistent office procedures and expectations.
- Serve as the first point of contact for administrative questions and concerns.
- Coordinate administrative training and employee development.
- Communicate significant personnel concerns to the Mayor.
- Refer disciplinary matters and decisions beyond assigned authority to the Mayor.

3. ZONING ADMINISTRATION

Serve as the Town's Zoning Administrator and coordinate the day-to-day administrative functions associated with municipal zoning and land-use regulations.

Responsibilities include:

- Administer and interpret zoning ordinances and applicable land-use regulations within the authority granted by Town ordinance.
- Serve as the primary point of contact for zoning inquiries from residents, property owners, contractors, and developers.
- Review zoning applications, permit requests, and supporting documentation for completeness.
- Coordinate zoning approvals and required reviews in accordance with Town ordinances.
- Provide information regarding zoning classifications, permitted uses, setbacks, property restrictions, and applicable requirements.
- Coordinate with other agencies when necessary.
- Maintain zoning maps, applications, permits, records, and related documentation.
- Process zoning requests and maintain records of approvals, denials, and other administrative actions.
- Coordinate public notices, application materials, and meeting schedules for zoning-related matters.
- Provide administrative support to the Planning Commission, Board of Zoning Appeals, or other applicable boards, as assigned.
- Receive and document zoning complaints and coordinate follow-up with appropriate officials.
- Monitor compliance with zoning requirements and refer potential violations for appropriate review or enforcement.
- Assist residents and property owners in understanding zoning procedures and application requirements.

- Refer variances, appeals, contested interpretations, enforcement actions, and matters requiring additional authority to the appropriate board, Mayor, Town Attorney, or other designated official.

4. MUNICIPAL ELECTION COORDINATION

Serve as the Town's primary administrative liaison with the County Board of Voter Registration and Elections regarding municipal elections, consistent with South Carolina Act 213 and applicable state election laws.

The Municipal Clerk is responsible for coordinating the Town's administrative needs related to municipal elections while recognizing that the County Board of Voter Registration and Elections is responsible for conducting and certifying elections as provided by law.

Responsibilities include:

- Serve as the primary municipal contact and liaison with the County Board of Voter Registration and Elections regarding municipal elections.
- Coordinate with county election officials to establish election schedules, deadlines, and administrative requirements.
- Maintain municipal records relating to election dates, elected offices, terms of office, and applicable filing requirements.
- Coordinate with the Mayor and Town Council regarding municipal election schedules and any required ordinances or administrative actions.
- Provide prospective candidates with general information regarding municipal offices, election dates, and the appropriate candidate filing procedures.
- Refer candidates to the appropriate county election officials for official filing requirements, candidate qualifications, eligibility determinations, and election-related questions.
- Coordinate with county election officials regarding candidate filing deadlines and the information needed from the Town.
- Prepare or coordinate municipal public notices and announcements regarding upcoming elections, as required by law.
- Provide municipal information requested by county election officials, including office titles, vacancies, terms of office, ward information, and other relevant municipal records.
- Coordinate with the County Board of Voter Registration and Elections regarding polling locations and other municipal information when needed.
- Coordinate municipal payments and budgetary arrangements associated with county election administration and reimbursement requirements.
- Receive and maintain copies of official election certifications and results for municipal records.
- Update municipal records following elections, including newly elected officials, terms of office, and applicable qualification or swearing-in dates.
- Maintain election-related municipal records in accordance with applicable retention requirements.
- Provide administrative assistance to the Mayor and Town Council regarding municipal election matters.

- Refer questions involving candidate eligibility, election procedures, contested elections, legal interpretations, and election certifications to the County Board of Voter Registration and Elections, Town Attorney, or other appropriate authority.

Authority and Responsibility Limitations:

The Municipal Clerk does not independently conduct municipal elections, administer voting procedures, appoint poll managers, prepare or distribute ballots, tabulate votes, certify election results, or resolve election contests when those responsibilities are assigned to the County Board of Voter Registration and Elections under applicable law. The Municipal Clerk's role is limited to municipal administrative coordination, recordkeeping, public information, and communication with the appropriate election authorities.

5. DEPARTMENTAL ADMINISTRATIVE COORDINATION

- Serve as the primary administrative liaison between the Mayor and municipal departments.
- Coordinate administrative needs with department heads.
- Assist departments with administrative procedures and documentation.
- Direct employees to the appropriate supervisor or official for operational concerns.
- Coordinate employee-related administrative matters with the Mayor and Finance Administrator, as appropriate.
- Communicate departmental administrative needs to the Mayor.
- Refer significant personnel concerns, serious complaints, and matters requiring executive decisions to the Mayor.
- Assist with communication between Town Hall and municipal departments.

6. GENERAL MUNICIPAL ADMINISTRATION

- Coordinate daily administrative functions of Town Hall.
- Maintain office policies, procedures, and administrative systems.
- Oversee general office operations.
- Assist with preparation of municipal correspondence and reports.
- Coordinate administrative projects assigned by the Mayor.
- Maintain professional relationships with residents, businesses, vendors, and government agencies.
- Assist with special projects, community events, and municipal initiatives.
- Coordinate with the Finance Administrator on administrative matters affecting payroll, benefits, and financial operations.
- Perform other duties as assigned by the Mayor, consistent with applicable law and municipal policy.

EDUCATION & EXPERIENCE

- Relevant municipal government or administrative experience may be considered in place of formal education.
- Experience in municipal government, customer service supervision, records management, zoning administration, or public administration preferred.
- Experience working with elected officials, employees, and the public is beneficial.
- Strong written and verbal communication skills.
- Ability to maintain confidential information and exercise sound judgment.

WORKING CONDITIONS

This position primarily operates in a municipal office environment. Monthly evening meetings, special events, and additional hours may be required to meet municipal operational needs.

ACKNOWLEDGMENT

This job description is intended to describe the general nature and level of work performed by the employee. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified or assigned as municipal needs change, consistent with applicable law and municipal policy.

Employee Signature: _____

Date: _____

Mayor Signature: _____

Date: _____