



# TOWN CLERK

## TOWN OF DREXEL, NORTH CAROLINA

Situated in the heart of Burke County at the foot of the Blue Ridge Mountains, the Town of Drexel is currently seeking self-motivated candidates for the position of Town Clerk who excel in organization, finances and are detail-oriented. Drexel is located in Burke County and has a diverse population of 1,760 residents as of the 2020 Census. The Town of Drexel employs 18 full-time staff who work in 5 departments; Administration/ Finance; Police; Public Works; Recreation; and Fire.

The Town Clerk is an essential part of the management team, and the position reports to the Town Manager. An employee in this position will be responsible for all municipal clerk duties and will provide administrative support tasks for the Town Manager, Mayor and Board of Aldermen.

### Duties Include:

- facilitating notices of special meetings of the Board of Aldermen, taking and maintaining minutes of the Board, preparing agenda packets, serving as the custodian of town records and conducting other town administrative duties;
- as an essential part of the finance team, is responsible for day-to-day financial tasks including accounts payable/ receivable, payroll, utility service billing collections, customer services, and more;
- writing, editing, and coordinating the distribution of information as needed for town departments,
- organizing the logistics for various meetings and events

### The ideal candidate will:

- demonstrate strong interpersonal and communication skills;
- be both self-motivated and possess a team mindset;
- possess local government experience and be knowledgeable of various resources;
- display strong customer service and public interaction skills;
- possess the necessary transcription skillsets (i.e. typing proficiency) for recording minutes and other government documents;
- proficiency in basic day to day finances (as listed above in “duties”)

Any combination of education and experience equivalent to graduation with an associate’s degree (preferred) and 3 or more years of related experience is desired. Also, the ideal candidate will already possess a NC Certified Municipal Clerk (CMC) certification, or must be willing to begin training and obtain this certification.

The hiring range is \$48,557 – \$54,937 depending on qualifications with a full benefits package. The position is open until filled. Please submit a cover letter, resume, references, and WPCOG application to WPCOG Human Resources Specialist Tasmin Mack, via email at [Tasmin.mack@wpcog.org](mailto:Tasmin.mack@wpcog.org) no later than February 14<sup>th</sup> to ensure consideration. Candidates will be subject to an interview and assessment process. The first round of interviews will take place in mid-March 2023. The Town of Drexel is an Equal Opportunity Employer.