



**The Town of Weddington is seeking qualified candidates for the position of
Administrative Assistant/Deputy Clerk.**

The Town of Weddington is a rural community located in the northwestern corner of Union County, NC, south of Charlotte. The Town is comprised almost exclusively of single-family homes featuring lush landscapes, open space, and conserved land. Weddington's Town Center is the one commercial area within its boundaries and is located near NC 16 and NC 84. This commercial area combined with a family-based community offers a desirable small-town atmosphere.

The Administrative Assistant/Deputy Clerk serves as the first point of contact for citizens visiting the Town Hall. This position performs a variety of work related to citizen and/or customer request and administrative support duties in support of Town services. An employee in this class is responsible for providing clerical support to the Town Council and staff and assisting with clerical and administrative duties.

If you are interested in this position and meet the qualifications, we encourage you to submit your cover letter and resume to Karen Dewey, 1924 Weddington Rd., Weddington NC 28104 or email to kdewey@townofweddington.com.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administrative Assistant

- Conducts administrative and clerical duties, including answering phones, copying and faxing, distribution of incoming and outgoing mail, and general errands
- Provides general Town information and assists in answering inquiries from the Public
- Assists Customers with paperwork for obtaining permits
- Schedules and assures upkeep and maintenance of Town equipment

- Maintains alarm permit registration and performs necessary correspondence, warnings and citations as needed
- Assists Town Administrator/Clerk, Planner, and Tax Collector with daily administrative/clerical duties as necessary
- Orders and maintains office supplies
- Assists with legal postings and mailings
- Assists with accounts receivable, cash collections including posting to the general ledger, invoicing, and bank reconciliations
- Coordination of Town Events

Deputy Clerk:

- Responsible for all duties performed by the Clerk in his or her absence.
- Assists the Clerk in preparing agendas, distributing packets, preparing and posting notices for meetings and public hearings, and maintaining public records.
- Stays abreast of open meetings laws

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent customer service skills: ability to interact positively with and clearly transmit information to the public and other Town Hall staff; Excellent language skills, both oral and written, and capable of maintaining confidentiality; Proficiency in Microsoft Office Suite including Outlook, Word, Excel, Access, and Publisher; Proficiency in email systems including use of attachments; Ability to operate office equipment, for example: multi-line phone system, copier, fax, computer/printer/scanner; Ability to handle a variety of tasks simultaneously; Ability to establish and maintain systems to organize paper and electronic files and data; Ability to acquire a working knowledge of regulations and legal requirements pertinent to the position. Familiarity with local government structure/town hall operations is helpful.

PHYSICAL QUALIFICATIONS:

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting.

EDUCATION AND EXPERIENCE:

Completion of high school or equivalent and three or more years of clerical/administrative/office experience; or completion of a two-year secretarial science or business administration program and one year of related experience; or an equivalent combination of education and experience.

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability.

To Apply Submit the following materials:

1. Cover letter
2. Current resume

Reasonable Accommodations: Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact the Town at [enter phone number, email] for additional information or assistance. Applicants with speech or hearing impairments may contact the Town for assistance through the North Carolina Relay by dialing 711.

Hiring Schedule:

Closing Date: Open until filled

Send Materials to:

Karen Dewey
Town of Weddington
1924 Weddington Rd
Weddington NC 28104
Or kdewey@townofweddington.com

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