

**TOWN OF STAR VALLEY**  
**TOWN CLERK**  
**JOB DESCRIPTION**  
**SALARY RANGE: NEGOTIABLE**

**GENERAL DESCRIPTION:** This role serves as an official clerk to elected officials and manages the town's records. Reporting to the Town Manager, the Town Clerk operates with a good degree of independence but must adhere to the policies and guidance of the Town Code and relevant State Laws. The role includes overseeing, coordinating, and carrying out complex professional and administrative duties related to planning, developing, and managing the Office of the Town Clerk. Responsibilities may vary based on the town's priorities, needs, and applicable Federal and State laws.

**TYPICAL DUTIES/RESPONSIBILITIES:** The following duties and responsibilities are typical for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Provides support to the Town Council and administration by preparing agenda packets for various meetings, including meeting minutes and follow-up action on all items, serving as staff liaison to council, assisting council members with administrative functions, and coordinating special meetings and projects.
- Ensures compliance with State of Arizona Open Meeting Laws for all Town Council and Council-appointed Committees, Boards, and Commissions.
- Manage all public records for rapid retrieval by maintaining a town-wide records management program, updating town files, maintaining and administering the town ordinance and resolution index, and other files. In conjunction with the Town Manager, determine the necessity for retention and destruction of records to meet the State of Arizona legal requirements.
- Serves as Election Officer and directs the official publication of notices; plans and conducts Town elections in accordance with Federal, State, and local laws; provides forms and informs candidates and political action committees of filing deadlines and requirements.
- Presents recommendations on elections, annexations, records management, and related matters.
- Directs the conduct of town elections and annexations to ensure all legal requirements are met.
- Attend meetings of the Town Council, Committees, Boards, and Commissions as assigned.
- Attests to official actions of the Town Council.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

**QUALIFICATIONS:**

**Education:**

- A preferred candidate will have an associate or bachelor's degree in business or public administration, along with three years of progressively responsible experience in municipal government. However, we will consider any equivalent combination of education and experience that demonstrates the necessary knowledge, skills, and abilities for satisfactory job performance.
- Certification as a Municipal Clerk and/or Elections Official is highly desirable.

Skills:

- Skilled in communicating effectively, both orally and in writing.
- Ability to exercise good judgement in handling sensitive information and situations.
- Ability to plan, organize, and direct the functions of the Town Clerk’s office; research, analyze, and systematically organize facts and information; maintain and accurately update comprehensive records.
- Ability to exercise sound decision-making and computer skills.
- Ability to work effectively in a team-oriented environment and to establish and maintain effective working relationships with elected officials, committees, citizens, and other governmental agencies.
- Ability to work effectively in an ever-changing municipal governmental setting.

Knowledge of:

- A comprehensive knowledge of State and Federal statutes and the Town Code regarding public records, elections, and municipal meetings, as well as activities related to the Town Clerk Department.
- Knowledge of the principles and practices of public administration and management.
- Knowledge of business English spelling and mathematics; terminology associated with town council actions, ordinances, and elections.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee will typically work in a temperature-controlled public building. Frequent sitting, stooping, bending, stretching, lifting, standing, and movement in the areas described are required. Reasonable accommodation will be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

The Town of Star Valley complies with the provisions of the ADA and the Civil Rights Act of 1964 and does not discriminate on the basis of age, disability, race, color, nationality, origin, or gender.

The Town of Star Valley is an at-will employer.

I have read and understand my job responsibilities. I agree with all stated functions and qualifications.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_