

Deputy Clerk Job Duty Description

- This position assists and supports the duties of the Town Clerk. This position requires a high level of discretion.
- Acts in the absence of the Town Clerk, assuming responsibilities required to continue operation of the office. Prepare agendas for Board meetings, gather information for agenda packets and notify Commissioners. Attends meetings and workshops directed by Clerk.
- Adheres to policy and procedures for the Town of Garland, knowledge of town ordinances and property zones as well as state statutes. Knowledge of record retention rules and regulations.
- Responsible for the billing and payment process for utility billing, business registration, out of town garbage billing, accepting payments and collections for fire inspections, permits for zoning and yard sales. Daily balance of receivables and deposits.
- The record keeper of cemetery records, block, lot, and plots. Process the purchase of such and work with funeral directors with the burial permits.
- Acts as the administrator for the zoning and planning board. Scheduling meetings, processing zoning permits, keeping in contact with zoning liaison and customer.
- Customer service oriented to exercise tact and courtesy with residents, public officials, and staff. Knowledge of computer programs such as Microsoft word, Excel and can compose spreadsheets. Knowledge of grammar, punctuation and composing letters effectively. Efficient with Ten-key calculator, fax, and various office equipment. Must be organized, self-sufficient and have time management skills.
- Notary public not required but is an advantage.