



JOIN OUR TEAM!

EMPLOYMENT OPPORTUNITY Town Clerk The Town of Archer Lodge, NC

The Town of Archer Lodge is seeking a meticulous, civic-minded professional to serve as its Town Clerk. Operating under a Mayor –Council form of government, the Town Clerk serves as the official custodian of all municipal records. This role ensures transparency, maintains the legal integrity of town operations, and delivers exceptional customer service to residents, staff, and elected officials.

Compensation & Hours

- **Salary Range:** \$59,403 - \$89,105 (Depending on Experience)
- **Status:** Full-Time
- **Application Deadline:** Open until filled
- **To Apply:** Complete the electronic application at <https://www.archerlodgenc.gov> or <https://www.archerlodgenc.gov/jobs>.

Fringe Benefits Package

- **Health & Insurance:** Health, Dental, Vision, Short-Term Disability, Life Insurance, and other optional insurance plans
- **Retirement:** North Carolina Local Government Retirement System and 401(k) Supplemental Retirement
- **Paid Time Off:** vacation, sickness, bereavement, and parental leave
- **Holidays:** Observe the NC State Employee Holiday Schedule and Floating Holidays (2)

Position Summary

The Clerk's responsibilities include preparation of agendas and minutes of the Town Council, Planning Board, and Board of Adjustment meetings, and the publication, indexing, filing, and safekeeping of all Council proceedings in accordance with general statutes and local ordinances. Work requires the ability to balance daily responsibilities while providing and overseeing the release of requested information and assistance to Town staff and citizens. Work is performed under the supervision of the Town Administrator.

Essential Duties and Responsibilities

- **Record Management:** Maintain official municipal files, ordinances, resolutions, deeds, minutes, and the Town seal.
- **Public Meetings:** Notice of official meetings, coordinate and distribute agenda packets, and transcribe precise minutes for the Town Council, Planning and Advisory Board meetings.
- **Public Information:** Function as the primary point of contact for public records, requests, and public inquiries.
- **Legal Compliance:** Ensure strict adherence to North Carolina public records, laws, and statutory document retention schedules.
- **Board Assistance:** Provide administrative and procedural support to the Mayor, Town Council, Planning Board, Board of Adjustment, and Advisory Boards. Prepares meeting agendas (hard and electronic) for Council and Board meetings, publishes to Town website; notifies Council and Board members, appropriate staff, news media, and other interested parties of date and times of meetings, work sessions, retreats, and necessary committee meetings; attends Council and Board meetings, work sessions, and retreats.

- **Additional Administrative Duties:** Assist all departments of the Town as needed. Ability to write, proof, and develop official documents.
- **Software Proficiency:** Microsoft Word, Outlook, Excel, PowerPoint, SharePoint, Teams, Zoom, Webex, Adobe Acrobat, Canva, Social Media platforms, and Email/Contact Management. Ability to learn new software as required.
- **Financial & Analytical:** Basic knowledge of accounting, strong attention to detail, and exhibits organization, keep accurate records and prepare reports.
- **Communication:** Ability to develop and maintain effective working relationships with staff, community groups, elected/appointed officials, the Governing Body, Planning Board, and the Board of Adjustment.
- **Independence:** Strong ability to perform tasks independently using knowledge of modern office equipment and practices.
- **Work Schedule:** Ability to work flexible hours to accommodate evening and occasional weekend meetings and events.

Desirable Education and Experience

- Graduation from a community college with an associate in business or related field and experience in government or schools or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid NC Driver's License.
- Municipal Clerk certification or the ability to obtain the Municipal Clerk certification within two (2) years of being hired.

Physical & Additional Requirements

- **Physical Demands:** Must be able to physically perform basic life operational functions, including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.
- **Strength & Visual Acuity:** Must be able to perform medium work, exerting up to ten pounds of force. Must possess visual acuity to prepare and analyze data, operate computers and electronic devices to transcribe minutes, and determine the accuracy, extensive reading, and perform visual inspections.