

# The Town of Taylor, Mississippi

Mayor Christi Hardy  
Clerk Richard Williams

Alderman Shawn Edwards  
Alderman Sarah Hewlett  
Alderman Lyn Roberts  
Alderman Bill Taylor  
Alderman Jimmie Willingham

## POSITION ANNOUNCEMENT - PART-TIME DEPUTY TOWN CLERK

Flexible Schedule: +/- 8 Hours per week

Salary \$500 per month

Deputy clerk shares all the powers, responsibilities, and authority of the town Clerk. Salaries are set by town ordinance, but must not exceed that of the town clerk.

Clerks are appointed and serve at the will and pleasure of the town governing authorities (Mayor and Board of Aldermen).

### **Skills, knowledge bases and abilities which the Clerk should possess include:**

Clerks are responsible for all the financial and bookkeeping operations of the town and therefore considerable knowledge of accounting and bookkeeping is vital.

Proficiency with (or the willingness and aptitude to quickly learn) office computers and applications such as; Microsoft Office's Word and Excel; Intuit's QuickBooks Online Accounting; and WordPress' website maintenance systems is needed.

General manual filing and archival protection of official documents is required.

As Clerk of the Municipal Court, adequate knowledge of municipal laws, policies, codes and regulations is highly desirable. The Municipal Court enforces town ordinances and consists of the Judge, Marshal, and Clerk.

Knowledge of the operations of municipal government will be helpful in recording and transcribing the municipal minutes in a clear and accurate manner. Official town meetings (and hearings) follow "Roberts Rules of Order" and the Clerk should understand and advise meeting participants if points of order arise in a meeting.

The ability to establish and maintain effective communication and working relationships with superiors, associates, subordinates, and the public is necessary.

The Clerk is responsible for voter registration, maintaining voter rolls, scheduling, posting, and overseeing all municipal elections. Candidates for municipal elected offices register with the Clerk who then determines candidate eligibility and places eligible candidates' names on the official ballot.

The Clerk produces and posts all officially required Public Notices including Agendas for scheduled and called meetings of the Mayor and Board of Aldermen, Agendas for Public Hearings, Agendas for scheduled and called meetings of Town Commissions (i.e. Planning Commission), periodic Tax, Financial and Budget reports, ordinances and resolutions enacted by the Mayor and Board of Aldermen.

A deputy clerk is required to take an oath of office before entering upon the duties of the office, and must post a bond of not less than \$50,000 (paid for by the town).

The appointment and oath must be retained on file in the town clerk's office. The deputy clerk takes the same oath of office as does the town clerk.

It shall be discretionary with the governing authorities whether or not to require such person an appointed as Clerk to reside within the corporate limits of the municipality in order to hold such office.

Town Clerks and Deputy Clerks can attend comprehensive training offered by the Mississippi State Extension Service with classes held periodically in Oxford Mississippi. Such training and related expenses are paid by the town. Completion of the full curriculum can lead to state/national certification as a Municipal Clerk.