

# DEPUTY CLERK – Job Description

1. Serve as the Planning Commission Secretary
  - a. Prepare Agenda and Packet and Notice the meeting
  - b. Minutes/Recordings
  - c. Building Permit Packets
  - d. Issue Building Permits
  - e. Maintain files and maps
  - f. State Reports
2. Be very familiar with Land Use Ordinances and help to maintain and update ordinances
3. Assist the Planning Commission with the General Plan
4. Minutes Secretary for town meetings
5. Assist the Clerk with Business Licensing
6. Town Website –
  - i. Posts as required by current and updated legislation and as directed by the Clerk
  - ii. Post notices and helpful information
  - iii. Calendar with meetings, activities, reservations, etc.
  - iv. Business listings
  - v. Maintain link for Ordinances and meeting documents
7. Town Facebook page and other social media – make posts as directed by the Clerk
8. State Websites – post notices, agendas, minutes, etc. as directed by the Clerk
9. Times-News - send information to the Times-News as directed by the Clerk
10. Historical Files - gather & file historical newspaper articles, etc.
11. Assist the clerk with records management. File retention, storage, and destruction.
12. Prepare files for the new year
13. Assist as needed with receptionist duties
14. Assist the Town Clerk and Treasurer as needed
15. Attend trainings

Levan Town is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. The Town reserves the right to add or change duties at any time.