



Support Specialist III

Deputy Town Clerk

J O B D E S C R I P T I O N

JOB INFORMATION

Job Family	Administrative Services
Sub-Family	Clerical Support
Job Title:	Support Specialist III
Job Code:	77456
Alternate Title	Deputy Town Clerk
Version Date:	6.3.2022
Salary Grade:	\$41,600 - \$50, 000
Category	Administrative
Department:	Town Hall
FLSA Classification:	Full Time - Exempt
EEO Code:	Professionals
Job Level:	Expert Individual Contributor

JOB SUMMARY

Supports Town Manager by planning, organizing, and implementing administrative systems and services; maintaining communications systems and supplies; supervises front desk; purchasing supplies; maintaining equipment; organizing and controlling special projects; assisting with managing staff schedules. Special projects include assistance with Town Clerk duties such as extensive records search and detailed application processing.

Essential Functions

Essential Function	% TIME
Document Management: Answers phones and routes callers to appropriate source; responds to general inquiries as needed; provides general information to employees and citizens. Assists with the daily administration of the Department such as opening and routing mail, making and distributing copies of departmental documents, and performing high level support to the Town Manager.	30%
Document Management: Maintains records to include preparing, processing, and auditing documents into the Town's digital filing system. Maintains central repository of department files and records in accordance with official records retention policy Processes and inputs various databases.	25%
Customer Service: Greets a variety of internal and external customers; screens and handles matters, independently in response to policies, procedures, and activities of the department; refers to appropriate individual as necessary or arranges an appointment with the appropriate party. Interfaces with town staff and community members and is expected to utilize diplomacy, communication, and conflict management skills and maintain critical, sensitive, and confidential information at all times	20%
Customer Service: May provide basic training and information for department staff on use of office technology and relevant software.	10%
Other: Flexibility is required as this position may be required to work evenings, weekends, and holidays or may need to provide coverage for departmental staff	5%
Daily use of a computer, telephone, copy machine, shredder, and fax machine. Performs other duties as assigned	5%
Performs other duties as assigned	5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

High School	or GED equivalent		
-------------	-------------------	--	--

Work Experience

3 years or more	Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job - NOTARY or ability to obtain Notary		
-----------------	--	--	--

Skills

Proficiency with Microsoft Office including Word and Excel	
Outstanding written, verbal, problem solving, and organization skills	
Ability to listen well and communicate effectively verbally and in writing with various audiences	
Ability to perform work in an accurate and efficient manner without supervision	
Skill in organizing, prioritizing, and managing multiple and competing tasks	
Ability to organize and track multiple assignments	
Knowledge of general office practices and procedures	
Knowledge of math, spelling, grammar, punctuation, and vocabulary	
Teaching others how to do something.	
Skill in writing, editing, and revising materials	
Skill in organizing and maintaining complex filing systems	
Knowledge of municipal purchasing and procurement process and procedures preferred	

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Reading				X		
Carrying			X			20 lbs
Climbing Stairs		X				
Crouching			X			
Grasping			X			
Grip			X			
Handling			X			
Kneeling			X			
Pinch			X			
Pulling			X			20 lbs
Pushing			X			20 lbs
Lifting			X			20 lbs
Reaching			X			
Vision					X	
Repetitive Motions					X	
Sitting				X		
Standing				X		
Walking				X		
Stooping			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		
Other	X				

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	May operate Town fleet for traveling to conferences or trainings.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	4. Experienced	Solves complex problems using a sequential system.
Business Impact	2. Novice	Responsible for the team meeting goals and objectives.
Collaboration	1. Entry	Develops partnerships with internal team members.
Company Knowledge	4. Experienced	Understands the role of the function and how it fits into meeting the goals of the division.
Functional Knowledge	2. Novice	Understands his/her discipline and good conceptualization of processes.
Influence	2. Novice	Develops respect for ideas and proposals within the department.
Job Impact	2. Novice	Work team and other connected work teams.
Leadership Skills	2. Novice	Manages a team.
Managing Change	3. Mid	Initiates and implements departmental modifications.
Problem Solving	3. Mid	Arrives at a conclusion based on previous experiences and good judgment.
Strategic Responsibility	3. Mid	Sets or influences strategy for his/her department.

SCOPE

Freedom To Act

Works is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.

Problem Complexity and Problem Solving Timeframes

Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically six to twelve months or more to resolve.

People Management

<i># Direct Resources Managed</i>	<i># Indirect Resources Managed</i>

Impact

Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly effect the image of the organization.

Contact with Others

Acts as prime consultant on significant tasks that affect the organization's long-term goals and objectives. Interacts with senior management and senior value-chain partners both internally and externally on matters requiring coordination and decision-making across organizational lines.

Financial Responsibility

Total Financial Responsibility

The incumbent does not currently have budgetary responsibilities

COMPENSATION

<i>Salary Max</i>	\$50,000
<i>Salary Midpoint</i>	
<i>Salary Min</i>	\$41,600

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age over 40, sex, sexual orientation, gender identity, gender expression, or national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation. To Apply: Email application and resume to manager@townofkremmling.org. Applicants will be reviewed as resumes are received. This posting can close at any time.