

**CLASS TITLE: HUMAN RESOURCES TECHNICIAN/DEPUTY TOWN CLERK**

**PURPOSE OF CLASS:** Under general supervision, performs a variety of responsible administrative paraprofessional and clerical responsibilities in the administration of the municipality's personnel program; utilizes the computer system in the maintenance of the municipality's personnel records and reports. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Town Manager and Town Clerk.

**PRIMARY TASKS:**

- Assist and supports the performance of the Clerk to the Board of Commissioners. These duties can include assisting the Clerk with the maintenance of official Town documents; coordinating and maintaining a permanent record of Board actions including historical and current official records; researching and preparing various report and other office activities. Work requires a high level of discretion and often requires the use and handling of confidential information.
- Acts in the absence of the Clerk as Clerk to the Town Board of Commissioners assuming responsibilities required to continue the operation of the office including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate Town staff, news media, and other interested parties of dates and times of Boards meetings; attends Board meetings, hearings, workshops, etc., as directed by the Clerk.
- Types minutes as requested by the Clerk.
- Researches and compiles information requested by the Town Manager and Clerk.
- Updates and maintains the Town of Burgaw Personnel & Administrative Policy as amended by the Board of Commissioners.
- Coordinates employee trainings and meetings.
- Attends personnel related meetings with all parties involved.
- Oversees and approves the Town of Burgaw website content edited by town staff.
- Handles the Town's cemetery records and issues burial permits.
- Maintains the employee badge and key fob system.
- Organize, maintain and keep current files for personnel records, including vacation, sick and comp time records.
- Handle advertisement for new or vacant positions.
- Handle enrollment of new employees including health insurance, supplemental insurance, retirement, 401(k), FICA, state withholding, federal withholding and new hire reporting, etc.
- Assist in administering town's personnel, fringe benefits and insurance programs (this includes correspondence to employees to keep them informed on any changes in these programs).
- File health and workers compensation claims with proper agencies.
- Assists the Finance Department in preparation of the workers compensation audit report.
- Other duties as assigned.

**WORKING CONDITIONS:**

- Work is generally sedentary requiring some light physical activity. Must be able to lift up to 30 lbs. Must possess visual acuity, hearing, touching and the full use of arms, hands and fingers to compile computer data and statistics, and to perform clerical task operating a computer terminal.

**EDUCATION:**

- Graduation from an accredited high school.

**EXPERIENCE:**

- Some experience in governmental office work, human resources and employment law. Will accept an equivalent combination of education or experience.
- Experience with common computer programs and keyboarding.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of standard office practices and procedures and governmental bookkeeping principles and practices; considerable knowledge of human resource functions. Working knowledge of State and Town laws, ordinances and policies related to duties. Skilled in use of typewriter, computer, calculator, copier and other general office machinery.

Approved & Adopted by the  
Town of Burgaw Board of Commissioners

Date: \_\_\_\_\_