

JOB SUMMARY:

The Town Clerk will be responsible for the preparation, documentation and storage of agendas, minutes, resolutions, ordinances and other various Town documents. Manages Town elections and acts as the official custodian of records for the Town of Brock. The Town Clerk provides support to the Mayor and Town Commission. The Town Clerk also works directly with the Town's outside legal counsel on general Town operations.

ABOUT THE TOWN OF BROCK:

Brock is a growing community located in Parker County, Texas, approximately 30 miles west of Fort Worth. Known for its friendly atmosphere and small-town charm, Brock offers a high quality of life with convenient access to big-city amenities. The Town is experiencing steady growth and development while maintaining its strong sense of community and commitment to preserving its natural beauty. The Town Hall office is located at 2451 FM 1189, Ste B, Brock, TX. The hours of operation are Tuesdays and Thursdays, from 9:00 a.m. to 5:00 p.m.

ESSENTIAL JOB FUNCTIONS:

- Compiles, develops and distributes meeting materials and agendas for the Town Commission, and other committees and boards as may be designated by the Commission; assists in setting up Commission meeting rooms and/or other locations used to accommodate the needs of all anticipated attendees; attends public meetings, and workshops; monitors recording equipment and takes notes; submits minutes for review and approval; finalizes and makes minutes available pursuant to applicable statutes, rules, policies, procedures and/or requirements.
- Manages elections. Posts all legal notices as required by state law; coordinates and conducts the election process, recruits election judges and clerks; monitors candidate filing of required reports; accepts applications from candidates to be placed on the ballot.
- Identifies and recommends long and short-range strategic plans for areas of responsibility; compiles, identifies, presents, substantiates and monitors budget; reviews, identifies, recommends and implements policies and procedures for areas of responsibility; when necessary, serves as liaison to news media regarding Town Commission and other Town business.
- Works with the public, in person, by phone and through correspondence; responds to questions regarding access to archived and immediately available records; responds to requests under the Open Records Act; assists citizens, various agencies, and other Town personnel with requests for or questions concerning records management.
- Per Town requirements, ensures all invoices are processed and paid in a timely manner; collects and tracks payments, including making bank deposits.
- Manages the permit application process, to include reviewing applications, collecting applicable fees, coordinating with Bureau Veritas on plan reviews and inspections, and

issuing permits upon meeting all requirements.

- Manages Town communications via Town's website and social media.
- Performs other duties as assigned by the Mayor.

OTHER JOB FUNCTIONS:

- May be required to obtain and retain appointment as a Notary Public for the State of Texas.
- Will be required to work hours outside the traditional work week/schedule; including attendance at monthly evening meetings of the Town Commission.

PHYSICAL REQUIREMENTS:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the essential job functions listed above.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, and AND/OR LICENSES: High School Diploma is required and preferably five (5) years relevant work experience as an Administrative Assistant, Legal Assistant, or closely related experience. Texas Municipal Clerks Certification or the ability to obtain clerks certification within 3-5 years. Must possess a valid driver's license.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Proficient in the use of Microsoft Outlook, Word and Excel and similar business software; experience with QuickBooks is preferred; thorough knowledge of business organization, office practices, and clerical methods; thorough knowledge of grammar and spelling; ability to interact effectively and courteously with the public and communicate in a clear voice; ability to handle difficult office situations with diplomacy; and ability to maintain confidentiality of all aspects of job assignments.