

**Town of Pelzer**  
**Clerk Job Description**

**Position Hours**

8am – 5pm Monday-Friday, with some evenings and weekends  
Monday-Friday hours will be adjusted, if necessary, to avoid overtime

**Clerk Duties**

- Record all phone calls and direct them to the appropriate individual
- Maintain all business license records including, but not limited to, approval or denial, issuance, state filings, and MASC certification
- Maintain all hospitality tax records including, but not limited to, notices and assessment
- Review and submit payroll for town employees and elected officials
- Reconcile monthly bank statements
- Submit payments to state and federal agencies as required by law including, but not limited to, payroll taxes, health insurance, retirement, town property insurance
- Properly file all accounts payable noting payment information
- Post notice of Council and committee meetings as required
- Prepare and assemble agenda packets for all regular, special called or emergency meetings for Council and committees or any Public Hearing
- Attend all Council meetings and record minutes
- Prepare and maintain minutes for all meetings
- Prepare monthly financial statements for submission to Mayor and Council
- Assist Mayor and Council with budget preparation
- Attest, notarize, and certify official documents including, but not limited to, contracts, leases, and oaths of office on behalf of the town of Pelzer
- Schedule Mayor, Council and committee members for approved meetings, classes and travel as necessary
- Perform other duties as requested by the Mayor, Council and committee members

Upon hiring, there will be a 3-month probationary period.

A confidentiality agreement will also need to be signed.

Clerk will be expected to attend and complete certification classes necessary to fulfill the duties of the position of Pelzer town clerk.

Salary is \$39,000 - \$42,000

Submit your resume to [Will@townofpelzer.us](mailto:Will@townofpelzer.us)