



Hochatown, Oklahoma

Assistant Town Clerk (Part-Time)

Hochatown presents a unique opportunity for a seasoned administrative professional working under the general direction of Town Clerk to assist with all official functions of the Town Clerk's Office.

The Hochatown (and Broken Bow Lake) area is an extremely popular place for visitors from the DFW metroplex along with people from Oklahoma and Arkansas to go and rent cabins for a weekend getaway or for an extended vacation. There are approximately 2,000 cabins, many of which have been constructed in the past 10 years. Due to the cabin rentals, the population of Hochatown goes from a few hundred to 20,000 plus, especially on weekends and holidays.

Hochatown was incorporated in November 2022. The Town has spent the last year putting the fundamentals in place to create an income stream and to begin forming and organizing the Town to start providing services to its citizens and visitors.

The Town is now ready to hire their first Assistant Town Clerk (Part-Time) to perform specialized clerical and administrative functions which includes the maintenance of official Town records and assisting in administration of elections, preparing meeting agendas and agenda items and materials for various Board of Trustees and Committees, transcribes minutes as directed; and other related work as directed by the Town Clerk. Hourly rate will be based on qualifications and experience.

Resumes meeting the requirements outlined in the below job description may be submitted by email to rpatterson@p-2consulting.com. If you should have any questions, please call George Purefoy of Purefoy & Patterson Consulting at 972-897-1756. **DEADLINE FOR APPLICATIONS: 5:00PM January 26, 2024.**



TOWN OF HOCHATOWN POSITION DESCRIPTION

TITLE:	ASSISTANT TOWN CLERK PART-TIME	SALARY:	DOQ
DEPARTMENT:	ADMINISTRATION	LAST UPDATED:	12-08-2023
REPORTS TO:	TOWN CLERK	FLSA DESIGNATION:	NON-EXEMPT
OPEN DATE:	12-14-2023	CLOSE DATE:	01-26-2024

SUMMARY:

Under general direction of Town Clerk, assists with all official functions of the Town Clerk's Office and performs such in the absence of the Town Clerk. The position performs specialized clerical and administrative functions which includes the maintenance of official Town records and assisting in administration of elections, preparing meeting agendas and agenda items and materials for various Board of Trustees and Committees, transcribes minutes as directed; and other related work as directed by the Town Clerk.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

EXAMPLES OF DUTIES:

Duties and responsibilities include, but are not limited to, the following:

Essential Functions:

- Serves as Assistant Town Clerk; receives official documents, prepares notices, agendas, ensures distribution of the Board of Trustees' resolutions, ordinances, and minutes, including electronically, acted upon by the Board of Trustees; attends Board of Trustee and committee meetings as well as prepares minutes and journal of proceedings in the absence of or as assigned by the Town Clerk.
- Prepares and posts agendas for Board of Trustee and Committee meetings.
- Assists with enrolling of all ordinances and resolutions passed by the Board of Trustees in a book or set of books, and electronically, kept for that purpose.
- Assists in maintaining custody of documents, records, and archives, as may be provided for by law or by ordinance and assists with maintaining custody of the town seal.
- Assists with attesting and affixing the seal of the Town to documents as required by law or by ordinance.
- Assists in the coordination of municipal elections; monitors elections procedures and ensures compliance with Oklahoma Statutes and Election Laws.
- Develops, maintains and implements workflow for processing and finalizing documents and items acted upon by the Board of Trustees; documents to include but not limited to ordinances, resolutions, contracts, etc.
- Completes responses to Public Information/Open Records Requests in accordance with the Oklahoma Open Records Act (51 O.S. §24A.1 through 24A.18 – the "Act") to ensure documents and information conforms to the request and all steps are in compliance with the Act.
- Assists in the preparation and administration of the Town Clerk's annual budget, processes and monitors monthly expenses.
- Provides clerical assistance to the Mayor and Trustees with general correspondence preparation, distribution and filing; also assists with them with coordinating / scheduling meetings.

- Assists with the processing and issuance of building and short-term rental permits by confirming applications meets the laws adopted by the Town; includes receiving payments and issuing permits.
- Assists with maintenance of Town web page(s).
- Provides appropriate information to the Town Clerk, Trustees, and other Town officials.
- Provides assistance with correspondence, e-mails, and calls on behalf of the Town at the direction of the Trustees or other designated official(s)
- Conducts research activities and projects as assigned.
- Assists with payroll, purchase orders, and other items specifically delegated by Trustees or other designated official(s).

OTHER IMPORTANT DUTIES:

- May travel to attend meetings, conferences and training.
- Will be required to work some evenings or weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of or willingness to receive training on Oklahoma Open Records Act (51 O.S. §24A.1 through 24A.18), Oklahoma Municipal Election Laws and Oklahoma Municipal Code. Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial and survey data.
- Ability to answer questions regarding municipal regulations and ordinances and status of communications, resolutions and other official actions and assure records are open to the public.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in researching, analyzing and preparing reports/recommendations for public officials
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties.
- Skill in resolving customer complaints and concerns.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma or GED **and** five (5) years advanced secretarial, progressively responsible town/municipal government or administrative experience, **or** equivalent combination of education and experience.
- Will be required to obtain License as a Notary Public in the State of Oklahoma
- Preference may be given to individuals with knowledge of Oklahoma Elections Laws, Oklahoma Open Records Act and Open Meetings Act.
- Must possess valid a valid Class C driver's license and an acceptable driving record.
- Must pass a post-offer non-regulated drug screen, a background / criminal history check which will include a social media and financial / credit reviews.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.

EQUIPMENT AND TOOLS UTILIZED:

- Equipment utilized includes personal computer, copier, voice recorder, calculator, fax machine, cellular telephone, multi-line telephone and other standard office equipment.