



Job Title: Assistant Town Clerk (Part-Time)

Department: Administration

Reports To: Town Manager

FLSA Status: Part-Time, Non-Exempt

Hours: Approximately 15-20 hours per week

Position Summary

The Assistant Town Clerk provides administrative and clerical support to the Town Clerk and Town administration. This position assists with maintaining official municipal records, coordinating meetings, supporting compliance with state laws, and providing customer service to residents and stakeholders. The role requires strong organizational skills, attention to detail, and the ability to work in a professional municipal environment.

Essential Duties and Responsibilities

- Assist in preparing agendas, meeting packets, and minutes for Town Council and committee meetings
- Maintain and organize official Town records, ordinances, resolutions, and correspondence
- Support compliance with the South Carolina Freedom of Information Act (FOIA), including records requests
- Assist with public notices, legal advertisements, and election-related documentation
- Provide administrative support to the Town Clerk, Town Manager, and elected officials
- Respond to public inquiries and provide customer service to residents and visitors
- Assist with records retention and document management in accordance with state requirements
- Maintain databases, filing systems, and municipal records systems
- Support coordination of municipal elections and special meetings
- Perform general clerical duties including data entry, scanning, copying, and correspondence
- Perform other related duties as assigned

Minimum Qualifications

- Experience in clerical, administrative, or municipal government work preferred
- Knowledge of general office practices and recordkeeping procedures

- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to maintain confidentiality and work independently
- Ability to attend evening meetings as required

Education and Experience

- High school diploma or equivalent required
- Associate's degree in public administration, business, or related field preferred
- Municipal Clerk certification preferred (or willingness to obtain)

Working Conditions

- Primarily office environment
- Occasional evening meetings required

Compensation

Salary commensurate with qualifications and experience.

Application Instructions

Interested applicants should submit a resume via email to the Deputy Town Manager at: chennigan@townofatlanticbeachsc.com or submit resume in person at the Town Hall.
