

Town of Windsor, Virginia

Class Description

Title: Town Clerk

FLSA Status: Non-Exempt

Department: Administration

Updated: 06/16/2025

General Definition of Work

Performs intermediate skilled administrative support work maintaining official Town files, meeting minutes and records, administering water service accounts and tax accounts, prepares and processes water billings and preparing and maintaining other Town documents, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Attends Town Council, Planning Commission and Board of Zoning Adjustments (BZA) meetings; prepares agendas, packets, minutes, letters, memos, and flyers; maintains and updates official records and documents.

Prepares and submits applications for grants.

Prepares deeds for sale of cemetery plots.

Responds to requests for information from the public, other municipalities, and the Town Council and staff.

Provides citizen services to include receiving payments and applications from customers, answering phones, filing, and maintaining office supplies.

Administers water services to include preparing water billings including delinquent notices, work orders for the maintenance personnel, setting up new water accounts, and preparing notices.

Assists the Isle of Wight County Sewer Department regarding daily readings and prepares invoices for reimbursement of the County Sewer and Hampton Roads Sanitation District (HRSD) cut-offs.

Prepares applications for road closures and reporting streetlight outages to Power Company.

Performs various other support tasks and other duties as assigned.

Minimum Qualifications

High School diploma or GED and moderate experience in administrative support and office operations, preferably in a municipal environment, or equivalent combination of education and experience.

Valid driver's license in the Commonwealth of Virginia.

Special Qualifications

Possession of Certified Municipal Clerk (CMC) Certification preferred.

Experience with Microsoft Office Suite and MUNIS software preferred.

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Job Specifications

Knowledge of the principles underlying the laws, ordinances and regulations governing municipalities;

Knowledge of order as related to public hearings;

Knowledge of the Town Charter and Town Codes;

Knowledge of modern business management and office practices;

Ability to take and transcribe minutes and correspondence with speed and accuracy;

Ability to research and prepare reports;

Ability to establish and maintain effective working relationships with associates, boards and commissions, citizens, department heads, executive management, government agencies, legal representatives, Town officials, utility organizations, and the general public.

Working Conditions

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).