

# Job Posting Form – Municipal Association of SC

**Job title**

Town Clerk

**City/Town of**

Town of Pamplico

**Category**

Finance

**Position hours**

9:00 - 5:00 Monday through Thursday and 9:00 - 1:00 Friday

**Employee status**

Full time

## Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

**Description 1 of 3**

The town clerk-treasurer, prior to entering upon the performance of the duties of the office, shall enter into an approved bond in such sum as prescribed by council, conditioned for the faithful and honest performance of the duties of such office.

The town clerk-treasurer shall be subject to the orders and directions of the town council and to such penalties as the council may prescribe.

**Job duty 2 of 3**

The town clerk-treasurer shall be the general accountant for the town. The clerk-treasurer shall keep a complete set of books and accounts, which shall comprise all of the financial transactions of the town through the various departments under their respective appropriations. The clerk-treasurer shall attend all meetings of town council, shall take minutes thereof, and record the same in a suitable book, and shall lay before the council all communications and other papers addressed to it through the clerk-treasurer. The clerk-treasurer shall have the proceedings of council promptly publish

**Job duty 3 of 3**

The town clerk-treasurer will be in charge of business licensing, updating website and event calendars, payroll and accounts payable and such other duties as may be required.

The town clerk-treasurer serves as the municipal court clerk by updating LawTrak daily with tickets, accepting payments for fines and communication with the judge and preparing dockets and reports for court.

## Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

**Qualification 1 of 3**

Minimum education - high school  
Experience preferred

**Qualification 2 of 3**

**Qualification 3 of 3**

**Pay info**

\$33,000.00 - \$40,000.00

**How to apply**

You may send Resumes to [mayor@pamplico.org](mailto:mayor@pamplico.org) or deliver to 180 E. Main Street, Pamplico, SC 29583  
Applications are available at Pamplico Town Hall, 180 E. Main Street, Pamplico, SC 29583 or on the town website [www.townofpamplico.com](http://www.townofpamplico.com)

**Web link to the job description**

<http://www.townofpamplico.com>

**Deadline**

2/18/2022

**EOE Disclaimer**

The Town of Pamplico is an Equal Opportunity Employer and does not tolerate discrimination or harassment in the workplace.

**The following information will not be published with the job posting.**

**Main contact for this job posting**

D Marshall Munn

**Main contact's email**

[mayor@pamplico.org](mailto:mayor@pamplico.org)

**Main contact's phone number**

(843) 493-5551