

THIRSK TOWN COUNCIL
ASSISTANT CLERK
JOB DESCRIPTION

Overall Responsibilities

The Assistant Clerk will work generally under the instructions of the Town Clerk to assist in ensuring the correct and proper discharge of the duties, services and functions of the Town Council.

Specific Responsibilities

1. To assist the Town Clerk in ensuring that the statutory provisions governing or affecting the running of the Council are observed.
2. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or in accordance with the policy of the Council.
3. Under the direction of the Town Clerk to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure that payment is received.
4. To assist with maintenance of cemetery records, including interments, exclusive rights of burial and memorials.
5. To assist in undertaking the administrative procedures involved in planning matters affecting the Council's administrative area.
6. Under the general direction of the Town Clerk to deal with matters raised by the public and councillors, over the telephone, through correspondence or at the office.
7. To assist the Town Clerk in the preparation of agenda for meetings of the Town Council and Council Committees. To attend meetings deemed necessary by the Town Clerk and/or the Council and to assist in the preparation of minutes for approval.
8. To assist with the organisation of mayoral and civic events.
9. To assist in ensuring that the Council's obligations in respect to Health and Safety and Risk Assessment are observed.
10. To undertake such other duties as may be required from time to time commensurate with the level of the post.