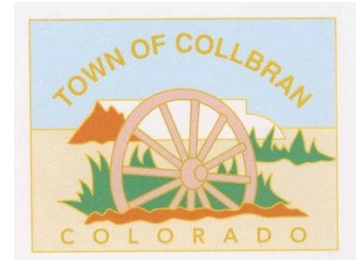


Job Description: Deputy Town Clerk

Location: Collbran, Colorado

Job Type: Full-Time

Reports To: Town Clerk / Town Administrator



Position Summary

The Town of Collbran is seeking a dependable and organized Deputy Town Clerk to assist in the daily operations of the Town Clerk's office. This position supports the Town Clerk in maintaining official records, coordinating public meetings, and serving the residents of Collbran with professionalism and care. The Deputy Town Clerk plays a key role in ensuring the town's administrative functions run smoothly and in compliance with local and state regulations.

Essential Duties and Responsibilities

- Assist the Town Clerk in preparing agendas, meeting packets, and minutes for the Board of Trustees.
- Attend meetings as needed and record proceedings.
- Help maintain and organize town records, including resolutions, ordinances, contracts, and permits.
- Ensure records are properly filed and accessible in accordance with CORA (Colorado Open Records Act).
- Process applications for business licenses, liquor licenses, and other permits.
- Track renewals and maintain accurate documentation.
- Respond to inquiries from residents and provide assistance with forms, applications, and public records requests.
- Serve as a backup point of contact for the Town Clerk's office.
- Assist with the coordination of municipal elections and voter registration in collaboration with Mesa County.
- Supervise front office staff.
- Help ensure town operations comply with applicable laws and procedures.
- Assist in the preparation and attestation of official documents.

Qualifications

- High school diploma or equivalent (Bachelor's degree preferred).
- Prior experience in municipal government, office administration, or records management.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office and basic office technology.
- Ability to learn and apply Colorado municipal procedures and regulations.
- Willingness to pursue certification as a Colorado Municipal Clerk (CMC) is a plus.

- Must be able to pass a background check. Felony convictions or serious misdemeanors are disqualifying.
- Must be able to pass a drug test to include marijuana prior to starting employment. This position is subject to random and regular drug screening.

Working Conditions

- Office-based role with occasional evening meetings.
- Regular interaction with the public, town staff, and elected officials.
- May require lifting boxes or files up to 25 lbs.

Compensation & Benefits

Salary Range: \$46,000 to \$53,000 annually, depending on qualifications.

Benefits: Health insurance, retirement plan, paid holidays, vacation and sick leave, training and development opportunities.

How to Apply

Submit a resume, cover letter, and references to:

By Mail:

Town of Collbran

PO BOX 387

Collbran, CO 81624

By E-mail

townmanager@townofcollbran.us

Subject: Deputy Clerk Application

Application Deadline: Open until the position is filled