

Town Clerk
Town of Terry, Mississippi
Posting Open January 12, 2026 – January 20, 2026

Position Summary

The Town Clerk serves as the Town's chief administrative and financial officer, responsible for maintaining official municipal records, overseeing financial operations, supporting the Mayor and Board of Aldermen, and ensuring compliance with state and local laws. The Town Clerk manages the Town's budget, records, elections, and daily administrative functions while ensuring transparency, accountability, and efficient municipal operations.

This position requires professionalism, precision, integrity, and a strong commitment to public service.

Essential Duties and Responsibilities

- Serves as custodian of all official Town records, including minutes, ordinances, resolutions, contracts, and public records
- Prepares and maintains agendas, minutes, and official documentation for Mayor and Board of Aldermen meetings
- Oversees municipal elections and ensures compliance with state law
- Manages the Town's finances, including budgeting, accounting, purchasing, claims dockets, and disbursements
- Prepares financial reports and submits required state, federal, and local reports
- Oversees audit preparation, bond documentation, and financial disclosures
- Supervises administrative staff and oversees daily office operations
- Manages purchasing, bids, contracts, and procurement compliance
- Assists with development, implementation, and administration of the annual budget
- Serves as primary administrative liaison between the Town, departments, and the public
- Ensures compliance with public records laws and responds to public information requests
- Performs other duties as assigned by the Mayor and Board of Aldermen

SPECIFICALLY, included, but not limited to:

Official Records & Documentation

- Maintain and preserve official municipal records, including ordinances, resolutions, proclamations, motions, and actions of the Board of Aldermen.
- Serve as custodian of town documents, contracts, minutes, and archival materials. Ensure compliance with applicable public records, retention, and disclosure laws.

Board & Legislative Support

- Prepare, post, and distribute agendas for regular and special meetings of the Mayor and Board of Aldermen.
- Accurately record, prepare, and maintain official meeting minutes.
- Provide administrative and procedural support during public meetings.

Elections Administration

- Coordinate and administer municipal elections in compliance with Mississippi law and applicable state regulations.
- Maintain election records and filings.
- Serve as liaison with county and state election officials as necessary.

Financial Management and Fiscal Oversight

- Manage accounting, bookkeeping, revenues, expenditures, and payroll
- Prepare and monitor the annual budget and amendments
- Oversee claims dockets, disbursement, purchasing, bidding, and contracts
- Handle audit preparation, bond compliance, and financial reporting
- Maintain internal controls and financial integrity
- Ensure state, federal, and all grant reporting compliance.

Public Communication & Transparency

- Handle official town correspondence, notices, certifications, and public communications.
- Respond to public inquiries and records requests in accordance with open meetings and public records laws.
- Promote transparency, accessibility, and professionalism in town operations.

Administrative & Operational Support

- Support the Mayor and Board of Aldermen in legislative and administrative functions.
- Assist with execution, documentation, and tracking of official town actions and contracts.
- Coordinate with department heads, legal counsel, auditors, and external agencies as needed.

Minimum Qualifications

- Bachelor's degree preferred. Applicants without a Bachelor's degree must have a high school diploma or equivalent and prior relevant experience.
- Prior municipal or administrative experience preferred.
- Certification as a Municipal Clerk or eligibility to obtain certification preferred.

- Knowledge of municipal government operations and record-keeping practices.
- Strong organizational, communication, and attention-to-detail skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Must obtain and maintain Mississippi Municipal Clerk Certification (CMC/CDMC) within the required timeframe
- Must maintain a valid driver's license and be bondable

Required Knowledge and Skills:

- Extensive knowledge of cash accounting procedures, internal controls, basic math principles, & office management.
- Working knowledge of computers, software applications, and office equipment.
- Ability to sort, classify, code, and otherwise assist in the preparation of monthly financial statements.
- Exceptional customer service skills and proper telephone etiquette.
- Ability to respond to inquiries from the public, provide assistance and routine information, and refer non-routine questions to the proper person.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with the Board, staff, outside service providers, and the customers.

Professional Expectations

- Uphold the highest ethical standards of public service.
- Perform duties with accuracy, accountability, and impartiality.
Maintain professionalism in all interactions with officials, staff, and the public.
- Serve the citizens of Terry with integrity and respect.

Application Information

This position will remain open through January 20, 2026. Interested applicants should retrieve an application via the website, and submit it in-person at Town of Terry City Hall located at 315 Cunningham St., Terry, MS 39170.