

Town of Terry Deputy Clerk

- Type and print agenda (Friday prior to meeting)
- Issue privilege license for new businesses and send renewals upon expiration
 - Post and manage new job advertisements
 - Distribution of mail for all departments
 - Process water bills (Software BBI)
 - Print monthly bills
 - Handle water annual
 - Print water bill (needs to be in citizens mail box the 30th of each month)
 - Handle annual water inspection
- Answer phone and walk in's concerning issues and direct to correct department and/ or person.
 - Handle court payment
- Court Last Monday of the month (docket needs to ready Monday prior to court)
 - Manage rentals for community center
 - Assist wherever necessary
 - Court Services (Software ADSI)
 - Must Be bondable