

**VILLAGE OF STESTONVILLE
POSITION DESCRIPTION**

Class Title: Clerk-Treasurer

Department: Administrative

Approved: September 10, 2013

I. GENERAL PURPOSE.

Performs a variety of administrative, accounting, routine and complex financial, clerical functions in accordance with State Statutes and municipal ordinances, directs and coordinates purchasing, directs and coordinates payroll and all related records, maintains financial statements and reports, administers elections and election training as required by State Statutes, budget preparation and budget monitoring, coordinates expenditures and revenue accounts with department heads, required to attend all meetings of the Village Board and to keep the official records of proceedings, attend committee and commission meetings as necessary, responsible for the custody and maintenance of the Corporate Seal and all papers and records of the Village as required by State Statutes, performs a variety of responsible administrative duties in the overall operation of the Clerk-Treasurer's Office and Village, plays a major role in communications with the general public, Village Board and the various operating departments, gather, interpret, and prepare data for studies, reports and recommendations, administer oath of office to public officials and employees.

II. REPORTING RELATIONSHIPS.

Reports directly to the Village President and Village Board of Trustees.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES.

A. Illustrative Listing. The following are illustrative of the essential duties and responsibilities of the position.

This listing is intended to describe the general duties of the work performed by the Clerk-Treas. This is not a detailed or complete listing of all duties and responsibilities. The Clerk-Treas. shall be required to perform any other duties assigned and keep up on current laws and changes affecting Municipal Government.

Primary Duties

1. Serves as Records Custodian of official Village records and public documents; performs certification and recording for the Village as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring Village certification; catalogs and files all Village records.
2. Administers oath of office to public officials and employees.
3. Administers, coordinates, supervises and conducts elections; and provides Election training as required by State Statutes.
4. Attends regular and special village board meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes in proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested. Attends committee and commission meetings as necessary.
5. Manages Village's investment portfolio, cash flow, bank deposits, borrowing, monthly balance sheet and bank statement reconciliation.
6. Manages & supervises preparation and distribution of agendas, materials, minutes and records of meetings.
7. Manages & supervises the filing of ordinances and resolutions of the Village Board and codification of ordinances into the municipal code,
8. Manages the updating the Employee Policy Handbook as needed.
9. Manages the preparation and advertising of meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
10. Manages the issuance of municipal licenses & permits, including business, animal, liquor, various regulatory licenses as assigned, etc. in accordance with applicable Village ordinances and other regulations, and processing of applications for annual alcohol, and cigarette license renewals and issuance of the same, filing all state required reports.
11. Manages insurance policies, including premium allocation, risk of exposure, insurance audits, obtains Certificate of Insurance from vendors & contractors, claim filing including Workman's Compensation and Short Term Disability claims, oversees insurance policies such as health insurance, dental insurance, and processing of employees deductions.
12. Manages the preparation of special assessment bills, files, liens, collection of assessments and prepares unpaid assessments for inclusion in the tax roll.
13. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments

- and agencies as needed.
14. Provides professional input to Village Board members; makes presentations to board members, committees, commissions, and the general public, prepares reports for council meetings as directed.
 15. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Conducts oversight administration of receiving receipts, records and deposits all monies paid to the village.
 16. Manages the preparation of the tax roll including calculating the village mill rate, special assessments and charges carried onto the tax roll and all related Village and state reports including TID reports, Statement of Assessment, Statement of Taxes, receives tax toll and tax bills from county, mails same out, works with Assessor to update the assessment roll as necessary, reviews assessment roll for Open Book Review, member and serves as secretary for conducting the Board of Review, receives and records tax collections, distributes proportionate share of collections to taxing units and makes settlement with county and receives and records delinquent personnel property tax collections.
 17. Process tax exempt property reporting forms and reports required every 2 years (Odd numbered years).
 18. Manages record maintenance and collection of mobile home taxes for Mobile Home Park.
 19. Manages payroll, withholding reports, retirement allocations, deductions, and W-2's.
 20. Manages employee personnel records.
 21. Manages utility billing, readings, reports, bill processing, mailing out same, collections, receipting, interim billing, past due accounts, bills carried onto the tax roll and customer inquires. Administers regulations set by the Public Service Commission.
 22. Reconcile garbage & recycling charges & submit payment to hauler.
 23. Responsible for purchasing of office supplies and office equipment for all departments as requested.
 24. Work with auditors to plan, prepare and gather documents and reconciliations for annual audit and Public Service Report. Prepare and process 1099 Misc. forms for 1099 vendors year end.
 25. Manage account payable functions including obtaining purchase orders & account numbers, processing checks, reports and mailing of same. Obtain form W-9 from all vendors.
 26. Manage receipts, reconciling receipts to cash, processing, and maintaining accounts receivable records and perform necessary follow-up on collections including small claims court filing and representation. Bill and collect misc. payments due village & process payments.
 27. Provide public records and information to citizens, media, and other agencies as requested, and permitted by law.
 28. Manage the updating of the Zoning Map with zoning changes.
 29. Manage reconciling general ledger and closing & balancing of books on a monthly and yearly basis.
 30. Manage the issuance of Building Permits and maintain records.
 31. Manage the issuance of dog license, maintain dog owner list, submit dog list to county annually, reconcile collections & collection settlement with county and process delinquent dog license for collection.
 32. Assist Public Works Director with completion of Highway Map information from the D.O.T annually for current year street construction to determine Highway Aids to the Village.
 33. Manage the census process every 10 years, complete forms, determine voting wards, and all related information items including yearly reporting.
 34. Manage incoming and outgoing mail.
 35. Manage village web-site, forwarding necessary changes and updates. (Upcoming)
 36. Maintain regular computer updates and maintenance.
 37. Manage updating and posting of state and federal labor poster requirements at the workplace.
 38. Manage the process of property annexations into the Village or out of the Village, paperwork and meetings required and the filing of necessary paperwork with the Secretary of State, Register of Deeds, taxing jurisdictions and all utilities.
 39. Assist with the preparation and issuance of recycling grants.
 40. Manage library receipts and provide reports and monthly budget status to the library director and board.

IV. PERIPHERAL DUTIES.

1. Attend seminars, professional meetings and workshops related to Clerk-Treasurer duties and responsibilities along with issues affecting current laws and changes for municipal government including any state and federal mandated training.
2. Provide training for Election Inspectors and Chief Election Inspectors per State Statutes.
3. First contact on many complaints and issues with residents. Directs customers to appropriate department for assistance. Maintain good relations in all contacts with the general public. Provide assistance with customers visiting the Village Hall and answering telephones.
4. Assists in the preparation of ordinances and resolutions as directed.
5. Accept claims for damages and other legal papers served on the Village.
6. Serves as Notary Public.
7. Recommend or suggest ideas for improving the health, safety, welfare, effectiveness and efficiency of the Village.
8. Confers and maintains good relations with other Clerk-Treasurer's.
9. Responsible for implementation of all board rulings which require administrative implementation, or where the Village President and/or board has directed him/her to act.

10. Assist the Village Board or committee(s).

V. DESIRED MINIMUM QUALIFICATIONS.

- A. Education.** Possession of a high school diploma is required. Completion of a standard high school course and post high school courses in business and computer technology or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the job including a degree in business management, records management, accounting, public administration or a closely related field.
- B. Experience.** Any equivalent combination of education and progressively responsible experience, with additional work experience including administrative/management skills.
- C. Necessary Knowledge, Skills and Abilities.**
1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures with knowledge of accounting principles and practices.
 2. Knowledgeable of state laws, municipal government administration and budgeting and governmental accounting.
 3. Ability to draft correspondence, board minutes, etc.
 4. Ability to follow instructions, both oral and written.
 5. Skill in operation of listed tools and equipment.
 6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
 7. Ability to hold a flexible working schedule, travel for required meetings, training, seminars, and conferences in and out of town.
 8. Ability to perform mathematical computations accurately and quickly.
 9. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize, supervise clerical workers and assigned staff, perform work responsibly with independence and discretion and meet deadlines.

VI. VI. SPECIAL REQUIREMENTS.

1. Must be bondable.
2. Valid State Driver's License or ability to obtain one.
3. Notary public certification within six (6) months.
4. Preferably a Village resident.

VII. VII. TOOLS AND EQUIPMENT USED.

Personal computer including word processing, data base, spreadsheet, internet, e-mail and scanning software; adding machine; phone; copy machine; fax machine; typewriter; and other standard office equipment. Touch screen voting machine system, election tabulator

XII. POSITION DESCRIPTION QUALIFIERS AND EMPLOYER RESERVATION OF MANAGEMENT RIGHTS.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.