

DUTIES OF ELBERTA VILLAGE CLERK – OCTOBER 2017

Office Hours Thurs. 9 am – 1 pm

Additional Hours (16) Scheduled (generally) Monday - Friday

Administrative/Record Keeper

Communications

For Village Council –

- Meeting Agenda

- Meeting Minutes

- Trustees' Packets

- Prepare Ordinances/Policies/Resolutions

Purchasing Agent

State and Federal Reporting

Financial –

- Co-sign checks

- Code Accounts Payable

- Maintain General Ledger

Website Maintenance

FOIA Officer

Maintain Elberta Life Saving Station Rental Files

Utility Billing – Shared with Treasurer

Cleaning Village Office and Rest Room – Shared with Treasurer

The Clerk shall perform other duties as may be assigned by the Village Council