

## **Duties of Clerk**

### **Village of Elberta**

**October 2017**

The work of the Village Clerk is performed in accordance with the General Law Village Act and Village ordinances, and requires initiative, judgment, and the ability to work effectively and independently with the public and other officials of the Village. The duties of the Clerk shall include, but are not limited to the following:

#### **Administrative:**

1. Maintain Office Hours Thursday 9:00 am – 1:00 pm
2. Respond to resident requests in person or by phone
3. Open, date stamp and sort mail
4. Track and order office supplies as needed
5. Serve as Purchasing Agent for the Village
6. Serve as FOIA officer for the Village
7. Prepare resolutions and ordinances for Council and publication
8. Sign and file official documents on behalf of the Village (as instructed by Council)
9. Process reservations and rental agreements for Village facilities (except ELSS)
10. Establish and maintain personnel files in compliance with state and federal law
11. Maintain website
12. Notary Public
13. Prepare and submit state and federal reports as required by law
14. Communications – phone, written, email
15. Maintain reservation calendar for Community Building

#### **Financial:**

1. Receive payments (with Treasurer)
2. Submit payments to Treasurer for processing
3. Process accounts payable by coding invoices to budget
4. Submit accounts payable to Treasurer for payment
5. Maintain General Ledger
6. Cosign checks
7. Monthly financial report to Council
8. Deficit Elimination Plan reporting to Michigan Dept. of Treasury

**Elberta Life Saving Station:**

1. Receive contracts from ELSS rental manager and maintain rental file
2. Submit rental fees and deposits to Treasurer for processing
3. Refer all rental inquiries to ELSS rental manager (with Treasurer)
4. Purchase cleaning products, paper supplies, trash bags etc for ELSS

**Village Council (VC):**

1. Prepare and post agenda for regular and special meetings of the Village Council
  2. Attend and take minutes at all regular and special meetings of the Council
  3. Transcribe, distribute and publish meeting minutes as prescribed by GLV Act
  4. Post meeting minutes to Village website
  5. Prepare Trustees' meeting packets
  6. Advertise for and accept bids for Village projects as authorized by VC
  7. Reply to correspondence as directed by VC
  8. Process Trustee payroll annually or upon request by any Trustee
  9. Assist Village President by making appointments, doing research and providing information
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**Utilities:**

1. Confirm that all payments from previous month are credited - Clerk
2. Prepare flash drive for DPW readings - Treasurer
3. Download reading data from flash drive - Treasurer
4. Check data readings for abnormal readings and notify DPW of abnormalities - Clerk
5. Print utility bills – Treasurer
6. Sort and post utility bills - Clerk
7. Prepare shut-off notices for DPW - Clerk
8. Collect utility payments – Clerk and Treasurer
9. Enter payment information in Fund Balance - Clerk
10. Submit utility payments to Treasurer for deposit
11. Responds to utility billing related inquiries – Clerk and Treasurer
12. Maintain a record of requests for service on/off and forwards requests to DPW – Clerk and Treasurer.

**Office Cleaning:**

1. The Clerk and Treasurer shall be responsible for cleaning office rest room alternating months.

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