

NEW

VILLAGE OF DECKERVILLE

VILLAGE CLERK JOB DESCRIPTION

1. The Village Clerk shall be an "at will" employee selected by a majority vote of the Village Council.
2. Pay shall be set by a majority vote of the Village Council.

Duties as presented in the 1998 General Law Village Charter. Clerk; duties (MCL 64.5)

1. The Clerk shall keep the corporate seal and all the documents, official bonds, papers, files, and records of the village not by this act or the ordinances of the village entrusted to some other officer. The clerk is the clerk of the council and shall attend its meetings and keep a detailed minutes of the council meeting.
2. In case of the absence of the clerk, or if from any cause the clerk is unable to discharge, or is disqualified from performing, his or her duties, the council may appoint a council member, or some other person, to perform the duties of the clerk on a temporary basis.
3. The clerk shall record all proceedings and resolution of the council, and shall record, or cause to be recorded, all the ordinances of the village.
4. The clerk shall countersign and register all licenses granted.
5. When required, the clerk shall make reproductions pursuant to the records media act, 1992 PA 116, MCL 24.401 to 24.403, of the papers and records filed and kept in his or her office and shall certify the reproductions under the seal of the village. The admissibility in evidence of such reproductions is governed by section 3 of 1964 PA 105, MCL 691.1103.
6. The clerk may administer oaths and affirmations.

Clerk as general account; duties; check disbursement. (MCL 64.6)

1. The clerk shall be the general accountant of the village.
2. Claims against the village shall be filed with the clerk for adjustment. After examination, the clerk shall report the claims, with the accompanying vouchers and counterclaims of the village, and the true balance, to the council for allowance. After the claims are allowed by the council, the clerk shall present check disbursement authorizations to the treasurer for payment of the claims, designating the fund from which payment is to be made, and take proper receipts.
3. The clerk shall not present check disbursement authorizations upon a fund after the fund is exhausted. When a tax or money is levied, raised, or appropriated, the clerk shall report the amount to the village treasurer, stating the objects and funds for which it is levied, raised, or appropriated and the amounts to be credited to each fund.

Clerk; duties (MCL 64.7)

Unless otherwise provided by ordinance the clerk shall do all of the following:

- (a) Have charge of all the books, vouchers, and documents relating to the accounts, contracts, debts, and revenues of the corporation.
- (b) Countersign and register all bonds issued, and keep a list of all property belonging to the village, and of all its debts and liabilities.
- (c) Keep a complete set of books, exhibiting the financial condition of the village in all its departments, funds, resources, and liabilities, with a proper classification, and showing the purpose for which each fund was raised.

(d) Keep an account of all the money received for each of the several funds of the village, and credit all check disbursement drawn, keeping an account with each fund.

Duties; financial report to the council; contents (MCL 64.8) Section 8.

The clerk shall report to the council, whenever required, a detailed statement of the receipts, expenditures, and financial condition of the village, of the debt to be paid, and moneys necessary to meet the estimated expenses of the corporation, and shall perform such other duties pertaining to his or her office as the council may require.

Function subject to ordinance (MCL 64.8a) Section 8a.

The functions of the village clerk are subject to an ordinance adopted under section 8 of chapter V.

Financial reports as described by the Michigan Department of Treasury uniform accounting procedures manual, chapter 11:

- Balance sheet by fund monthly
- Detail revenue by fund-budget to actual monthly
- Detail expenditures by fund-budget to actual Monthly
- List of bills to be approved for payment at the monthly meeting of the Village Council.
- Seperate list of bills paid prior to approval pursuant to Village Council policy.
- Payment of bills/write vouchers.
- The Clerk shall serve as the Department head for the Village office and shall submit a monthly report of office activities.

Additional duties shall include but not be limited to the following:

- Maintain village office hours.
- complete village records and reorts using fund balance program.
- Administer and complete all village payrolls.
- Maintain copies of all village orders.
- Operate and maintain village office machines and equipment.
- Purchase and maintain office supplies.
- Process village mail, incoming and outgoing.
- Supervise all general village office activities.
- Conduct research, compile information, and prepare reports on a variety of subjects.
- Assist in preparation of ordinances and resolutions as directed.
- Compile department budget information as needed for Village Supervisor.
- Monitor expenditures and ensure appropriate purchsing procedures are utilized.
- Schedule hearings, advertisements and meetings to ensure compliance with state and local laws. Sends quarterly budget figures to Village Supervisor.
- Oversees investments and approves financial and accounting transactions; reviews budget figures for each quarter.
- Provides administrative and secretarial support to Village President or Council members as requested.
- Prepare correspondence as requested.

- Keep abreast of professional developments and technological advances in public administration and election and records management through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate and approved by Village Council.
- Perform related work as required.
- Prepare and post notices of public meetings and hearings and notify news media of scheduled meetings.
- Assist Township Clerk in election as needed and as required by State Law.
- Receive and respond to requests for information from the President and Council, residents of the Village of Deckerville, and the general public.

Work Elements

- Keep and affix Village seal on official documents.
- Keep and maintain all documents, papers, village records and bonds.
- Attend all council meetings.
- Record, produce, and distribute council minutes and records.
- Record, maintain, and publish all village ordinances.
- Countersign and register all licenses.
- Make reproductions in accordance with the media records act.
- Administer oaths and affirmations.
- Serve as general accountant for the Village of Deckerville
- Copy, compile, input, and edit all records and reports including financial and highway reports.
- Tabulate and post data in record books.
- Make complete financial reports to council as requested.
- Present all bills to council monthly for approval of payment. Utility bills and bills supported by a purchase order and proof of receipt may be paid prior to council meetings in accordance with policy approved by the Village Council.
- Assist Township Clerk in all village elections as outlined in the Michigan election law.
- Maintain village office hours as stipulated by Village Council. Time to be used for village clerk and general office clerical activities.
- Compute payroll, calculate and file all federal and state payroll taxes.
- Copy and record all village purchase orders for merchandise or services.
- Answers questions of customers, clients, and employees as required.
- Oversees all billing and collection of village water and sewer.
- Prepare, issue, and send out receipts, bills and vouchers.
- Operate computer terminal to input and retrieve data.
- Operate office machines, such as: typewriter, computer, calculator, adding machine, photocopier and fax machine.
- Request and oversee repairs to all office machines by approved vendor.
- Open and route all incoming mail. Answer correspondence and prepare outgoing mail.
- Greet and assist all visitors to the office.
- Perform any additional office duties as requested by the Village President. or

Village Supervisor

Required knowledge, skills, abilities, and minimum qualifications.

- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections, and general municipal administration.
 - -Thorough knowledge of the rules of public meeting conduct.
 - Thorough knowledge of village services, organizational structure and general operation to effectively direct and assist the public.
- Skilled in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skilled in maintaining complex record keeping and document retention systems.
 - Two year degree in business, public administration, math, finance or equivalent experience.
 - Knowledge of State election codes.
 - Ability to effectively communicate and exercise a high degree of diplomacy.
 - Ability to attend meetings scheduled at night or at times other than regular business hours.
 - Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, elected officials, vendors and other employees.

Other requirements

Certification as a municipal clerk must be initiated upon assuming the duties of this classification.

Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.

Must be bondable by a surety company.

Certification as a notary public must be obtained after appointment to this position.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to communicate with other employees and the public. Some mobility within the office and the ability to operate various office equipment is required. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Preferred education and/or experience

- Associate's degree in business, public administration, or related field from an accredited college or university.
- Three years of progressively responsible experience in municipal government administration, including experience as a supervisor.
- Any equivalent combination of education and experience is acceptable with past work references.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee sits or stands in an office or computer room. The noise level in the work environment is usually quiet.

Selection guidelines

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.

This 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.

