

TOWN OF LAKE CITY

JOB DESCRIPTION

TOWN CLERK/TREASURER/MUNICIPAL COURT CLERK

PAY RANGE: \$18.94-\$28.44 per hour

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative, bookkeeping and accounting tasks. Maintains Journals and ledgers.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares a variety of studies, reports, and related information for decision-making purposes.

Serves as the Election Official for the Town. Conducts biennial elections in accordance with Colorado Revised Statutes.

Serves as custodian of official Town records and public documents; performs certification and recording for the Town 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 Town certification; catalogs and files all Town records.

Attends regular and special Board of Trustees meetings; performs an accurate recording of the preceding, preparation of the minutes using proper legislative terminology, recording, indexing, and filing for the public record; distributes information as requested.

Prepares and distributes agendas, materials, minutes, and records of meetings.

Files ordinances and resolutions of the Board and oversees the codification of ordinances into the municipal code.

Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

Prepares, reviews, and approves liquor licenses.

Prepares and submits citations to the DMV.

Records and maintains municipal court records.

Receipts payments for citations.

Prepares dockets or calendars of cases to be called.

Record case dispositions, court orders, or arrangements made for payment of court fees.

Prepare documents recording the outcomes of court proceedings.

Answers inquiries from the general public regarding judicial procedures such as court appearances, trial dates, adjournments, summons, subpoenas, payment of fines, etc.

Prepare courtroom to ensure that recording equipment is working.

Keeps and maintains recordings of court proceedings.

Administers oath of office to public officials.

Registers voters.

PERIPHERAL DUTIES

Attends seminars and workshops related to Clerk and Treasurer duties and responsibilities.

Types Board Member's and Mayor's correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the Town.

Performs a variety of office duties such as answering the phone, preparing a variety of correspondence, ordering supplies and responding to public needs. Issues receipts, excavation permits, burn permits, building permits, short term rental permits, and business licenses.

Maintains databases of permits, licenses, and citations.

Maintains and updates the Town website

Communicates with Board of Trustees, Town Manager, Town Departments, Citizens, Advisory Boards, and Commissions, and outside agencies to perform research and provide information as required.

Prepares and maintains employment records related to events such as hiring, termination, leaves, transfers, promotions, using payroll management software.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a associate degree in business management, records management, public administration, or a closely related field, and
- (B) Two (2) years related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

SPECIAL REQUIREMENTS

- (A) Valid State License; or ability to obtain one

(A) TOOLS AND EQUIPMENT USED

Personal computer; productivity and accounting software; calculator; phone; copy machine; fax machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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.

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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.