

TOWN OF LAKE CITY

JOB DESCRIPTION

TOWN CLERK/MUNICIPAL COURT CLERK/Utilities Manager

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative, customer service, accounts receivable, accounts payable, payroll, utilities account management, and receptionist tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TOWN CLERK

The Town Clerk is an appointed position by the Board of Trustees. The Town Clerk performs a variety of administrative and technical duties in several roles including Town Clerk, Municipal Court Clerk, Utilities Account Manager, Elections Officer, and Receptionist.

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, digitizes files into ADA format and uploads digital files to cloud filing system/files paper copies of all Town records.

Manages all CORA requests received by the Town, redact sensitive information, and provide it to the requestor in a timely manner determined by state statute.

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.

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, legal notices of public hearings and special meetings.

Prepares, reviews, and approves liquor licenses.

Reviews, approves, and issues business licenses.

Assists Town Manager in reviewing and approving short term rental applications. Issues short term rental permits. Performs compliance check on Granicus host compliance platform, sends out non-compliance letters, follows up on non-complaint listings, and cite people into Court for non-compliance.

Responsible for processing and issuing of special event permits as appropriate. Process special event liquor license applications.

Receipts payments made to the town.

Prepares and processes bills payable.

Prepares and processes payroll.

Serves as primary contact with citizens in response to inquiries related to Board of Trustees meetings, Town records, elections, permitting, licensing, and State statutes.

General responsibility of ensuring all information on the Town's website is updated and maintained correctly including ensuring ADA compliance according to state statute.

Administers oath of office to public officials.

Assistant to the Town Manager.

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

Maintains databases of permits, licenses, and citations.

Administers employee onboarding including CEBT health/dental insurance, PERA retirement benefits, and AFLAC insurance.

Sets up and maintains confidential personnel files.

Keeps records of employee claims for workers compensation, unemployment, and FMLA.

Files workers compensation claims.

MUNICIPAL COURT CLERK

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 public regarding judicial procedures such as court appearances, trial dates, adjournments, summons, subpoenas, payment of fines, etc.

Prepare the courtroom to ensure that recording equipment is working.

Keeps and maintains recordings of court proceedings.

UTILITIES MANAGER

Responsible for using Caselle utility management software for water/sewer utility account maintenance and transactions.

Processes closing paperwork to close customer utility accounts, correct bills, generate final bills, and customer refunds.

Creates new utility accounts, oversees complaints, and answers customer questions regarding their utility accounts.

Creates meter read file in Caselle and uploads to Sensus meter reader for bi-monthly meter read that is performed by Public Works.

Downloads meter read file and imports into Caselle and ensures that all meters were read properly and corrects any errors associated with the read.

Prints out high usage list and works with Public Works to reconcile high usage customer accounts.

Generates and uploads bi-monthly billing statements to Bill Flash for printing and mailing.

Post penalties on outstanding utility accounts, prints, and mails shut off notices.

Receives and maintains records of sewer jetting and inspection work orders

Runs the end-of-month process in Caselle, generates and maintains monthly reports.

OTHER DUTIES

Attends seminars and workshops related to Town Clerk and Municipal Court Clerk duties and responsibilities.

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

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

Retrieves, opens, and processes the mail.

Performs a variety of office duties such as answering the phone, preparing a variety of correspondence, ordering supplies, and responding to public needs.

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.

Performs related work and projects as assigned.

Coordinates with Town Manager to identify appropriate yearly training

and education opportunities.

Ensures Town's compliance with credit card accounts, CBI background checks, and CIRSA insurance.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with an associate degree in business management, records management, public administration, or aclosely 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.
- (D) At least one year working in the public sector preferred (but not required).
- (E) At least one year working as a Town, City, or County Clerk or Deputy Clerk preferred (but not required).

SPECIAL REQUIREMENTS

- (A) Valid Colorado State License: or ability to obtain one
- (B) Knowledge of or willingness to learn applicable Colorado Revised Statutes which pertain to election law, records retention, and public information.
- (C) Knowledge of or willingness to learn applicable liquor laws and licensing requirements.
- (D) Knowledge of or willingness to learn Colorado Open Records Act (CORA) and the ability to fulfill requests accordingly.
- (E) Knowledge of computer software applications including Microsoft Office, Adobe Acrobat, and networked computer functions, including phone systems, internet, e-mail, and social media sites.
- (F) Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.
- (G) Skilled in record-keeping management and professional, contemporary office practices and equipment.
- (H) Skilled in setting and meeting deadlines; must be able to work with a high degree of independence.
- (I) Skilled in compiling, evaluating, and presenting Town information; able to problem solve, negotiate, and conduct policy analysis and research.
- (J) Ability to develop and maintain productive relationships with elected officials, Town staff, business leaders, advisory boards/commissions, and public.
- (K) Exercise tact and diplomacy in contact with the public, Board of Trustees, Town staff and other government agencies.
- (L) Ability to make independent decisions and assist in routine managerial decisions.
- (M) Ability to prioritize a wide scope of duties and projects simultaneously.
- (N) Ability to produce quality and detailed work despite frequent

- interruptions.
- (O) Ability to communicate clearly both verbally and in writing.
 - (P) Ability to maintain awareness of current trends and best practices and participate in related professional associations as appropriate.
 - (Q) Must be able to manage confidential and/or sensitive information without disclosing it to unauthorized personnel.
 - (R) Ability to be able to occasionally work overtime and evenings, depending on the needs of the Board of Trustees.
 - (S) The Town Clerk does not provide immediate supervision of any staff.

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 several 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.