

**Town of Elizabeth**

Job description

title: Town Clerk/Treasurer

department: Administration

reports to: Town administrator

employment status: REGULAR full-time

FLSA STATUS: EXEMPT

SALARY RANGE: Grade 114 or as may be amended.

**Description:**

Under general direction, manages and directs the operations and administration of business activities for the Town of Elizabeth. This includes maintaining official minutes and records of Town Board proceedings, processing applications for licenses, managing municipal elections, providing administrative support to the Town Board and commissions, and ensuring the accurate and timely performance of all financial duties for the Town.

**Duties:**

*The following duties* ***are not*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

* Maintains official records of Town Board proceedings. Oversees and assists in preparing meeting agendas, and compiling background materials for Board review and preparation prior to meetings. Maintains permanent records of all ordinances, resolutions, contracts, and agreements approved by the Town Board. Records certain documents at County office and sends certified copies to the Secretary of State’s office as required. Prepares and maintains regular and special meeting minutes of Town Board.
* Supervises employees of the Town Clerk/Treasurer’s Office. Develops work plans and schedules, directs, and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.
* Administers and conducts all regular and special Municipal elections and serves as Chairperson of the Election Commission.
* Oversees the periodic codification of all Town Ordinances in the Municipal Code.
* Prepares departmental budget, monitors actual costs and expenses related to budget, and manages operations within budgetary guidelines.
* Processes Liquor License applications, new and renewals, including Public Hearing Notice, Notice Poster Board, referral to Police Department for Compliance Check, and setting up of permanent files.
* Oversees all routine financial operations of the Town including banking, payroll, accounts payable, accounts receivable, utility billing, and cash receipting. Oversees accounting function and annual financial audit.
* Serves as Municipal Court Clerk, recording case status, setting docket, working with Municipal Judge, filing documents, and tracking fines, fees, and payments through automated municipal court system.
* Oversees employee benefits including insurance and retirement accounts. Processes workers’ compensation and unemployment insurance claims and audits. Manages Town’s liability insurance renewals and claims.
* Research issues/materials as needed for Town Administrator and Town Board. Responds to public and departmental questions concerning Town policies, ordinances, and related issues.
* Represents the Town at various meetings, or through membership on various committees or commission
* Manage and oversee the Town’s website as necessary.
* Performs other administrative municipal duties as needed, such as administering oaths of office, registering voters, witnessing signatures, notarizing documents, handling Town mail, completing surveys, assisting with U.S. Census, etc.

**Other Job Duties:**

* + Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
  + Counsels and gives advice to customers and the public; and
  + Perform other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

Knowledge of -

* Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
* Applicable Town policies and procedures.
* Budgeting processes, bookkeeping principles, and practices.
* Municipal clerk duties, responsibilities, methods, and practices in Colorado.
* Duties and obligations associated with human resource record keeping (applications, hiring information, W-2, W-4, and I-9), employment policies of the Town, employee payroll, withholding, benefit calculations and other associated record keeping.

Ability to –

* Work with sensitive or confidential information appropriately.
* Write accurate and succinct minutes.
* Read and comprehend municipal budgets.
* Create and maintain organized filing systems.
* Manage multiple tasks and meet deadlines.
* Communicate effectively orally and in writing.
* Operate standard office equipment including copiers, facsimile machine, 10-key adding machines, and printers.
* Use standard computer equipment and software including word processing, data base management, spreadsheet applications, and municipal accounting systems related to accounts payable, payroll, cash receipting, court management, and utility billing.
* Establish and maintain effective working relationships with elected officials, Town staff, vendors, and the public.

Skilled in -

* Accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
* Understanding and performing records management and database management related to municipal court, utility billing, payroll, and accounts payable.
* Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
* Utilizing problem-solving strategies.
* Providing high quality customer service.

**Minimum qualifications:**

* High school graduation or GED equivalent.
* Minimum combination of three (3) years of experience in utility billing, accounts payable, payroll, municipal court, or related bookkeeping area.
* Minimum of two (2) years of experience in municipal clerk or executive office duties.
* Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

# Special Requirements:

* Ability to be bonded.
* Ability to obtain Notary Public Certification within six (6) months of starting employment.
* Ability to obtain Certified Municipal Clerk status within three (3) years of starting employment.
* Ability to work evenings to attend scheduled public meetings, including weekends as may be necessary.

**Environmental and Physical Conditions:**

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

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| Employee’s Signature |  | Supervisor’s Signature |
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| Date |  | Date |