

VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: To perform administrative work conducting the daily business activity of the Village and statutory clerk functions. Keeps records of all Village Board proceedings, handles correspondence on behalf of the Village, prepares agendas and executes any assignments given by the Board in an efficient, orderly, and lawful manner.

TYPICAL WORK ACTIVITIES:

Give notice of elections, record election proceedings, notify officials of their appointment or election, and certify results of election to the county auditor

Keep a minute book of Board meetings, maintain an ordinance book, act as custodian of the Village's seal and records, sign official papers for the Village, assist in issuing all licenses and permits, post and publish notices, ordinances and resolutions as required.

Maintains the public trust by keeping information confidential as appropriate.

Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the Village of Victor

Conducts the necessary research and provides support materials to aid the Board in making informed decisions. Carries out assignments or directives of the Village Board.

Arranges and publishes notices of meetings and ordinances as required by law. Provides certified copies of proceedings and records of the Village upon request

Attests the Mayor's signature on official documents wherever required and maintains responsibility for the Village seal.

Does filing, labeling, copying and mailings as needed. Sorts and distributes mail.

Monitors all contracts entered into by the Village. Assures that a desired level of service is provided to the Village.

Responsible for overseeing that Fire Department reports get completed, maintaining a record of fire service contracts for renewal and notification to Township.

Prepares a variety of reports and files with appropriate state, federal and county offices.

Acts as liaison with state and county agencies, Village attorney, engineering firm and auditor.

Responsible for assuring compliance with federal and state mandates.

Supervises office staff including interviewing jointly with the Board, and assigning and reviewing work. Supervises the deputy clerk so that office staff needs are met, and the office runs smoothly and to perform the deputy clerk duties in her/his absence.

Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of Village administrative activities so that the Board can be alerted to problems and the Village's operations carried out in a lawful manner.

Receives requests, complaints and information from the public and transmits to staff or Board to process as needed. Handles when required.

Answers phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to staff or officials.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the overall operations of the Village including policies, procedures, ordinances, etc.

General knowledge of office management procedures, records management, filing systems, office correspondence, etc.

Ability to operate office machines and personal computers.

Skill in interpersonal relations and written and oral communication sufficient to soothe irate citizens, negotiate with companies and communicate with Board members.

MINIMUM QUALIFICATIONS

Training in personal computers, including but not limited to a working knowledge of WordPerfect, office and secretarial practices, and two or more years of directly related work experience including supervisory experience. College graduate with an associate's degree with similar years of experience in a related field. Must possess an ability to communicate effectively both orally, and in writing. Prior supervisory experience also desirable. Experience in the operation of fax, copy machine, computer, printer, telephone, calculator and tape recorder.