

CLEAR LAKE TOWNSHIP CLERK POSITION

Clear Lake Township is seeking a qualified individual to fill the open position of Town Clerk. The individual will be required to complete the duties and functions as the administrative head of the Township under the direction and supervision of the Board. The work schedule requires flexible hours as the individual will be required to attend evening meetings.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares and posts/publishes Town Board Meeting agendas, prepares meeting information packet for Town Board members for monthly Board meetings, attends and records minutes of monthly Board meetings.
- Sort mail, email and correspondence directed to Town Clerk and Board Members.
- Respond to inquiries from the general public.
- Works directly with and coordinates with Planning and Zoning Staff in performance of technical aspects of planning and zoning services provided to Clear Lake Township.
- Maintains all official records and proceedings of the Board.
- Maintains financial records of Town.
- Administer all elections for the Township; local, state and federal, including such activity as: contacting election judges to work at elections, attend testing of the ballot machine at the County, and help organize the setup of the polling place at the Town Hall.
- Serve as notary public.
- Ability to work independently in a solo office with little to no daily oversight is required.
- Willing to learn CTAS, OneDrive and how to maintain Township website.
- Must be able to respond to emergency situations.
- Such other duties and responsibilities as may be assigned from time to time by the Town Board.

REQUIREMENTS AS LISTED IN THE 2020 MINNESOTA STATUTES 367.11

CLERK'S DUTIES

It shall be the duty of the town clerk:

1. to act as clerk of the town board and keep in the clerk's office a true record of all of its proceedings;
2. unless otherwise provided by law, to have custody of the records, books, and papers of the town and file and safely keep all papers required by law to be filed in the clerk's office;
3. to record minutes of the proceedings of every town meeting in the book of town records and enter in them at length every order or direction and all rules and regulations made by the town meeting;

4. to file and preserve all accounts audited by the town board or allowed at a town meeting and enter a statement of them in the book of records;
5. to record every request for a special vote or special town meeting and properly post the requisite notices of them;
6. to post, as required by law, fair copies of all bylaws made by the town, and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the town board in an ordinance book;
7. to furnish to the annual meeting of the town board of audit every statement from the county treasurer of money paid to the town treasurer, and all other information about fiscal affairs of the town in the clerk's possession, and all accounts, claims, and demands against the town filed with the clerk; and
8. to perform any other duties required by law.

JOB SKILLS

1. Basic computer skills include: Navigate through the file system in Windows to find folders and existing files, create new folders in the Windows file system, save files to the Windows file system.
2. Use a word processor (Microsoft Word) to open and edit existing documents and create new documents.
3. Use email (Microsoft Outlook or other email clients) to send and receive email including: save incoming email to email folders and create new email folders as needed.
4. Have basic understanding of accounting, including: Claims (accounts payable), Receipts (accounts receivable).

JOB STATUS

- Employment: Part Time
- Pay period: Quarterly (March, June, September, December)
- Average: 28 hours per month