

Town of Castle Valley Utah

Job Description – Town Clerk

Title: Town Clerk

Fair Labor Standards Act Status: Non-Exempt

Part-time position Hours: 15-24 hours per week.

Meetings: 1-6 hours flexible as needed to perform duties

Pay: \$20,000 per year

Primary Duty:

I. Audit and oversight Responsibilities

1. Function as town's Ex Officio auditor and provide required information to the audit firm that performs the Town's annual audit or prepares the Town's annual financial report. (Utah Code 10-3-916)
2. File the Town's audit or annual financial report with the proper Utah state agency.
3. Within 180 days of the end of each fiscal year, present the annual financial report to the Town Council for approval. (Utah Code 10-5-129)

II. Financial and Record keeping Responsibilities

1. Assist the Mayor in preparation of the draft of the annual budget and in filing of the final budget with the appropriate state agency.
2. Certify the Town ordinances or resolution setting the property tax levy and file with the county auditor or appropriate state agency by the appropriate date. (Utah Code 10-5-112)
3. Be the custodian of the Town's records, books, accounts and Town documents ensuring they are kept in an organized and easily accessible manner. Ensure that approved copies of Town documents are available to the public during regular business hours and maintained on Town website as applicable in compliance with Town Council requirements, Utah Government Records Access and Management Act and Utah Municipal Code.
4. A: Maintain the (i) general books for each fund of the Town (ii) all subsidiary records and (iii) a list of bonds.
B: Pre-audit all claims and demands against the Town.
C: Prepare all checks to pay claims and demands against the Town and place proper certification on appropriate voucher or check copy. (Utah Code 10-5-122)
5. Counter sign all contracts made on behalf of the Town and maintain an indexed record of all such contracts. (Utah Code 10-5-122)
6. Draw and sign warrants on Treasure when town is without funds to pay lawfully approved claims. (Utah Code 10-5-124)
7. Using Quickbooks or other accounting software prepare a monthly list of authorized payments, with corresponding budget line items noted and the Town's monthly financial statement.
A: Post and or publish and file legal notices, agendas and all items required to be published or posted as required by Utah law.

- B: Ensure proper mailing, together with the maintenance of proof of mailing all notices required to be given to affected property owners and residents.
8. Manage all bids, contracts grants together with the Mayor and collect appropriate fees and other payments due to the Town.

III. Town Council Responsibilities

1. Work with the Mayor to prepare the agenda for all meetings and provide notice as required by the Utah Open and Public Meetings Act and general provisions of Utah Law requiring use of State of Utah governmental notice website.
2. Prepare documents for the Town council, e.g. Red Books prepared 48 hours prior to town council meetings.
3. Attend Town Council meetings and keep accurate auditory and recorded record of the proceedings.
4. Prepare draft and /or final versions of meeting minutes of open meetings in accordance with Town Council procedures.

IV. Election Responsibilities

1. Perform municipal election duties as specified by the Utah Election Code.

V. Municipal Building Authority

1. Provide clerical and administrative support to the MBA president on Municipal Building Authority issues.

VI. Office Management

1. Conduct regular open public office hours as directed by the Town council.
2. Receive and appropriately manage incoming and outgoing communications such as mail, e-mail, faxes, phone calls and personal communication.
3. Manage Town database and filing system. During regular office hours direct all inquiries regarding building permits, septic permits, ordinances, variances, conditional use permits, complaints, and any other Town Business to the appropriate town officials.
4. Maintain and post items to the Town website as directed by the Mayor and/or Town Council.
5. Assist the Mayor in administrative issues and other duties as assigned and required by Utah statutes.
6. Assist the Water Rights Agent in administrative issues related to Water User Agreements and new well permiting.
7. Maintain office supplies and equipment and when necessary recommend to the town council lists of items to be purchased, then implement said purchases when approved.
8. Maintain basic security of office, files and records.
9. Manage community lot and building rentals and event registrations.

Supervision Received

Works under the general supervision of the Mayor or appointed supervisor.

Supervision Exercised

Management of any volunteer or temporary office Help, as directed by the Mayor.

Minimum Qualifications:

1. Education and experience:

Graduation from an accredited high school and

- A. 2 year college degree in business administration, accounting or relevant course work.
- B. Or 2 years of responsible experience in above related duties.
- C. Or 3-5 years experience in business office management.
- D. Or an equivalent combination of education and experience.

2. Knowledge, skills and abilities:

- A. Must have current experience with computers and working knowledge of the following operating systems and software: Windows 7, Microsoft office, Excel, Outlook, Adobe Acrobat, Quick Books, Internet Explorer, Website management experience and Powerpoint a plus.
- B. Must possess good interpersonal and communication skills, including written and oral communication.
- C. Must have good organizational and office management related skills including word processing, filing, copying, and distributing of materials to appropriate filing system.
- D. Must be willing to obtain continuing education and/or training as needed for job duties.
- E. Must possess valid Utah drivers license and Social Security card
- F. Must be willing and able to become Licensed notary for state of Utah within 60 days of hire.

Disclaimer: the above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements for knowledge, skills and abilities. Employees may be required to follow other duties as assigned subject to all applicable state and federal law. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of job.