

Town of Castle Valley

Job Description

Title: Clerk

Fair Labor Standards Act Status: Non-exempt

Part time position 18-24 hours per week

Pay: \$20,000 per year

Hours: Monday-Thursday 9-12; Tuesday & Thursday 2-5; 1-6 hours flexible depending on meeting schedule

PRIMARY DUTY

1. AUDIT OVERSIGHT RESPONSIBILITIES

1. Function as the Town's ex officio auditor and provide the 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. Cause the Town's annual audit or financial report to be filed with the proper Utah State agency.
3. Within 180 days after the end of each fiscal year, present or cause to be presented, to the Town Council an annual financial report. (Utah code 10-5-129)

2. FINANCIAL AND RECORD KEEPING RESPONSIBILITIES

1. Assist the mayor in preparation of the draft annual budget and in filing of the final budget with the appropriate state agency.
2. Certify the Town ordinance or resolution setting the property tax levy and file with county auditor by the appropriate date. (Utah code 10-5-112)
3. A. Be the custodian of the Town's books, records, accounts and the Town documents.
B. Ensure that approved copies of Town Documents are available to the public during regular business hours. (Utah code 10-3-603)
4. A. Maintain, or cause to be maintained, (i) the 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 or cause to be prepared, all checks to pay claims and demands against the Town and place proper certification on appropriate voucher or check copy. (Utah code 10-5-123)
5. Countersign 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. Prepare, or cause to be prepared, a monthly list of authorized payments, with corresponding budget line item noted & the Town's monthly financial statement.
8. A. Post and/or publish and file legal notices, agendas and all items required to be published and or posted as per Utah Municipal Code.
B. Ensure proper mailing, together with the maintenance of proof of mailing, of all notices required to be given to affected property owners and residents.

9. Manage all bids, contracts and 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 of meetings.
2. Prepare meeting documents for Town Council, e.g., red books within 48 hours of meeting.
3. Attend Town Council meetings and keep the audio & written record of its proceedings. (Utah code 10-5-121)
4. Prepare draft and/or final versions of meeting minutes in accordance with Town Council procedures.

IV. ELECTION RESPONSIBILITIES

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

V. MUNICIPAL BUILDING AUTHORITY

1. Provide clerical & 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 Council.
2. Receive & appropriately manage incoming communications such as mail, e-mail, phone, fax and verbal communications.
3. Manage the Towns database & filing system.
4. During regular open public office hours direct all inquires regarding building permits, septic permits, ordinances, variances, conditional use permits, complaints, etc to appropriate town officials.
5. Post items to the Town Web Site.
6. Assist the Mayor in administrative issues.
7. Assure that the Town Office has the necessary equipment. Supplies, etc.; recommend to Council necessary purchases; implement approved purchases.
8. Maintain basic security of the 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:

A. Graduation from high school

AND

B. One (1) year of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Must have computer skills including Microsoft Office: Word, Excel; email use;
Capable to learn QuickBooks, Access, and Website management.

3. Special Qualifications:

Preference for experience related to Municipal Government Functioning but not mandatory.
Must have good organizational, interpersonal and communication skills including written and verbal.

Must possess a valid Utah Driver's License

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 or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.