

## TOWN CLERK JOB DESCRIPTION

- Attend all meetings, this includes the Board of Trustees, Board of Adjustments, Public Works Authority, Economic Development Authority, Planning Commission, and other committees.
- Keeps a Journal (Minutes Book or Binder) that records all proceedings.
- Keeps the Ordinance Book
- Liaison between the public and the governing board
- Acts as purchasing agent – processes all purchase orders for agenda items approved at board meetings.
- Handles incoming and outgoing mail if PWA Clerk not available to do so
- Custodian of all municipal records
- Accepts service of process on the town including garnishment of employees.
- Money judgements against the town are served to the clerk
- Custodian of the Comprehensive Plan
- Keeps copies and maps of the Town
- Keeps rules and regulations of the Planning Commission.
- Clerk is responsible for duplication of any ordinance or other instrument required by statute. When notice is required for anything the governing board is considering, clerk should consult state statutes and ordinances to determine by whom and how notice should be given.
- Certain financial reports and publications.
- Processes and approves Business/Contractor/Building Permits
- Certify legal documents, custodian of Official Seal
- Attest's to Mayor's signature
- Maintains a workable system of filing
- Handles appeals from zoning orders
- Consult with Town attorney regarding the propriety of actions planned and any legal actions for the town.
- Handles all requests for Information-Open Records
- Receives complaints made to the Town and notifies departments and boards.
- Keeps and offers for sale all compiled rules and regulations adopted as ordinances
- Makes reports as necessary
- AND OTHER DUTIES AS ASSIGNED