

POSITION TITLE: General Clerk
DEPARTMENT: Administration
DIVISION: Town Clerk
WAGE STATUS: Hourly, Part Time
FLSA STATUS: _____ Exempt x Non-exempt
SUPERVISION: None, except as assigned by Town Clerk/Administrator

GENERAL STATEMENT OF DUTIES:

To provide administrative support to the Town Clerk in all aspects of the daily operations of the Saguache Town Hall, including but not limited to records management, Municipal Court Clerk, Board of Adjustments Secretary, general office duties as assigned and utility billing.

ESSENTIAL FUNCTIONS: (Major Tasks, Duties, and Responsibilities)

The following statements are illustrative of the essential functions of the job and do not include nonessential or peripheral duties that may be required. The Town of Saguache retains the right to modify or change the essential and additional functions of the job at any time.

- Greet the public and answer inquiries regarding general Town information or direct them to the appropriate department or individual. Must deal with public tactfully, courteously, and effectively.
- Must become familiar with the Town's current filing system.
- Is responsible for record retention of both current and historic files according to the requirements of State Statutes and the Colorado State Archives Office.
- Maintains and updates Ordinance Books.
- Acts a Municipal Court Clerk
 - a. assists municipal judge
 - b. sends out court documents to defendants
 - c. schedules court dates if needed
 - e. maintains records of court proceedings.
 - f. creates docket
 - g. communicates ticket to the Colorado Department of revenue.
- Acts as the Board of Adjustments Secretary
 - a. Takes Minutes and attends meeting
 - b. Reviews applications for required information, communicates with applicant regarding required information. and forward to the Board of Adjustments
 - c. Schedules public hearing/meetings

- d. Creates notification list within 400 feet of property and sends out notice to property owners.
 - e. Provided information to town clerk for posted notice
 - f. Create a public notice of hearing and post in town designated posting sites and Saguache Crescent.
 - g. Duties as assigned by Board of Adjustments as needed in relation to BOA activities.
- Does typing, copying, and other office tasks as assigned.
 - Fills in for the Town Clerk and/or Deputy Clerk in case of illness or other absences.
 - Performs other duties as needed.
 - Responsible for assisting, if needed, to produce monthly water/sewer billing.
 - Accepts and writes receipts for monetary payments from customers while maintaining records of these transactions.
 - Responsible for processing dog licenses.
 - Ability to work on multiple projects simultaneously.
 - Assist the Town Clerk and Deputy Clerk, to accurately prepare and distribute information to the public and post Public Meetings information in accordance with State Statute and Municipal Code.
 - Assists Town Clerk with maintenance of all records at Town Hall, including creation of files, appropriate filing, retention, and disposition of records.
 - Responsible for the composition of the Board of Adjustments and Planning Commission minutes using tape recording and notes.
 - Ensures that all official Town business in regard to the Board of Adjustments advertised in the official newspaper of the Town of Saguache.
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Additional Duties:

- Assists Administration with copying, faxing as requested.
- May occasionally be involved in special projects unrelated to the above-mentioned job functions.
- Assists Town Clerk in various ways (i.e., booking of community building, etc.)

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Modern office practices, procedures, and equipment.
- Business arithmetic, basic bookkeeping.
- Knowledge, skill, and ability to compose and format business letters and minutes.
- Federal and State of Colorado laws and various Town Ordinances.
- Basics of Robert Rules of Order
- Prepare minutes

Ability to:

- Communicate in the English language with individuals and groups in a face-to-face setting or by telephone.
- Understand and follow oral and written instructions in the English language.
- Produce clear and accurate documents and reports in the English language reflecting organized thoughts using proper sentence construction, punctuation, and grammar.
- Exercise sound judgment in carrying out assignments through completion with independent thought and action.
- Input data into a computer terminal, personal computer, or other keyboard device.
- See well enough to operate office machines and review work products.
- Establish working relationships and work cooperatively with other employees, Board members, and the public.
- Perform alphabetical and numerical filing.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.

Equipment Used:

Computer, printer, copier, fax, 10-key calculator, and telephone; Windows 2003, MS Excel, MS Word, Quick Books Pro 2023, and various in-house systems as required.

Environmental Conditions:

Duties primarily involve sitting – plus standing and walking –in an indoor, protected environment.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving occasional walking, and frequent standing and sitting.
- Ability to lift or carry items up to 25 pounds that include records, paper boxes, mail, files, and maps.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a limited basis.
- Ability to participate in routine conversation in person or via telephone and can distinguish telephone, voice, and other auditory tones to respond to public.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to conduct responsibilities of the position.
- Ability to use a computer for prolonged periods of time.

EXPERIENCE:

High School diploma or GED equivalent. Additional coursework in accounting. At least 3 years responsible clerical experience, preferable in a municipal environment.