

**KANSAS COUNTY CLERK JOB DESCRIPTION**  
*(Refer to Clerks' Standards for K.S.A. and Details)*

**COMMISSION**

- Attend all sessions of the County Commission to record minutes, compose minutes, and archive from the formation of the County (K.S.A. 19-304 & 19-305 Clerk's Standards (CLK) pg. 37)
- Maintains all contracts with the County (K.S.A. 19-305)
- Keep the county seal (K.S.A. 19-304)
- Attests the signatures of the County Commissioners on documents (K.S.A. 19-304)

**COUNTY DUTIES**

- Issue Building Moving Permits by working with mover and Road and Bridge Department (K.S.A. 79-1914, CLK pg. 41)
- Develop a County Plan for the vacation of road right-of-ways and alleys – work with Road and Bridge, utilities, County Commission, mapper, Register of Deeds to accomplish the task (K.S.A. 68-102a, CLK pg. 46 Road Vacations)
- Handle all County Accounts Payable (K.S.A. 19-311, 19-313, CLK pg. 4), Payroll (CLK pg. 20), and Bids/Quotations, Claims Allowed (K.S.A. 19-306, CLK pg. 5)
- Act as Freedom of Information Officer (most counties) compose a brochure for the County in regards to County Open Records (K.S.A. 45-226, CLK pg. N/A)
- Register as a Notary and be available to conduct notarizations (K.S.A. 53-501-511, 19-304 (e), CLK pg. N/A)
- Administer Oaths of Office and Swear-in Sheriff's Deputies (K.S.A. 54-101, 106)
- Check Treasurer's Daily Statements for accuracy (K.S.A. 19-511, CLK pg. 13)
- Maintain fixed asset inventory for the County (K.S.A. 10-2687, CLK pg. 19)
- Charter Resolutions – File with Kansas Secretary of State 61 days after second publication (K.S.A. 19-101b, c, CLK pg. N/A)
- Interlocal Agreements – File with County Register of Deeds Office, Kansas Secretary of State, after obtaining approval from the Kansas Attorney General (K.S.A. 12-2901-2905, CLK pg. N/A)
- Private Burial Grounds – County Clerk to file suit against those who damage monuments and fencing at private burial grounds not otherwise provided for by will or deed (K.S.A. 17-1305)
- Sheriff Duties – If the Sheriff and Undersheriff are no longer able to conduct the duties of the office, the Clerk becomes acting Sheriff (K.S.A. 19-804a)
- Vacation Restricted Access (K.S.A. 58-2613)
- Official clerk of the governing body of a sewer district (K.S.A. 19-2752e)  
Sewer District created in K.S.A. 19-2731 to 19-2752
- Bond Filing Surety Bonds (K.S.A. 58-102(b))

**ELECTIONS/VOTER REGISTRATION**

- Election Officer (Chapter 25 of Kansas Statutes & Election Standards)
- Maintain accurate Voter Registration rolls
- Collect filing fees for local candidates
- Verifies signatures on petitions for candidates, question initiatives and recalls
- Recruits, appoints and trains board workers for all elections
- Responsible for all aspects of election: ballots, polling sites and equipment in accordance with federal, state and local laws and regulations
- Maintains records of elections in official abstract

### **REAL ESTATE RECORDS**

- Receive Deeds, prepare for certification signature, record in transfer book, and update Real Estate Records (K.S.A. 19-2239, CLK pg. N/A)
- Maintain Real Estate and Correction Order computerized program as Tax Roll and Add/Escaped Roll
- Enter Court documents for estates, which include real estate into transfer record in Clerk's Office (K.S.A. #59-2249)

### **STATE AGENCIES**

- Annual Statement of Outstanding Bonds, Temporary Notes, and No-Fund Warrants (CLK pg. 14)
- Issue Park Permits, Boat Registrations, Hunt and Fish Licenses, Deer Tags/Turkey Tags using the newly instituted state automated licensing system (KOALS) KDWP (K.S.A. 32-984) (CLK pg. 44)
- Issue Cereal Malt Beverage and Class A, B Liquor Licenses through work with Kansas Department of Revenue and ABC (K.S.A. 41-2702) (CLK pg. 39)
- Help eligible taxpayers with filing of Homestead and Food Sales Tax claims (K.S.A. 79-4501) (CLK pg. N/A)

### **TAXATION**

- Tax Unit Boundary Certification – prepare tax unit map for County Appraiser, PVD and State Assessed Public Utilities (K.S.A. 79-1468) (CLK pg. 24)
- Motor Vehicle Abstract Certification annually (CLK pg. 32)
- July and November Abstract Certification to KDOR-PVD (K.S.A. 79-1604 et seq) (CLK pg. 26 & 29)
- Tax Process-Transfer from ORION into County tax program (CLK pg. 28)
- Work with all County Taxing Entities to develop their budgets for the Kansas Division of Account and Reports (K.S.A. 19-312, CLK pg. 22)
- Create, generate, and print (in some counties) tax statements (K.S.A. 79-1801,2001, 19-312) (CLK pg. ??)
- Set and certify levies annually (K.S.A. 79-1803, 1806, 1965) (CLK pg. 31)
- Assessment of sewer costs and placement on tax roll (K.S.A. 12-618) (CLK pg. N/A)
- Delinquent Tax Clerk adds 10% in January (K.S.A. 19-312) (CLK pg. N/A)

### **(Duties are mentioned nearly 1,000 times in Kansas Statutes)**

\*\*State Agencies: KDOR (Kansas Department of Revenue), KDOR-ABC Division (Alcohol, Beverage Control), KDWP (Kansas Department of Wildlife and Parks), KS SOS (Kansas Secretary of State), Kansas State Treasurer, KDOR-PVD Property Valuation Division, and Division of Accounts and Reports.