

**VILLAGE OF KENESAW
JOB DESCRIPTION**

VILLAGE DEPUTY CLERK

The Clerk is and stays connected with the Community of the Village of Kenesaw in many aspects of the Village operations. The Clerk works together with the Village Maintenance Operator and Village Treasurer. The Clerk works closely with the Village Attorney, Adams County Planning and Zoning, the Police, Road & Utility departments. The Clerk records and maintains all Village records and documents pertaining to the clerk's office and duties; Plans and supervises the work involved in the maintenance of official Village documents and records. The Clerk prepares each month the Agenda for, attends and records the proceedings of all Council meeting proceedings, directs the official publication of notices, ordinances and resolutions & minutes. The Clerk accepts utility applications, establishes & maintains utility accounts for resident & business within the Village in cooperation with the Village Treasurer and assists in assuring that the accounts are kept current.

JOB DESCRIPTION

1. *Assume responsibility for all services & activities of the Deputy Clerk.*
2. *Assist with Maintaining the human resources services department for the Village as directed by clerk.*
3. *Implement record management procedures for the Village.*
4. *Assist to prepare and submit monthly, quarterly and year end federal & state forms as directed by clerk*
5. *Assist to maintain custody of official records, archives of the Village including ordinances, resolutions, contracts, agreements, bond documents and minutes.*
6. *Assist Village Clerk with any task of the village upon request.*
7. *Maintain and codify all ordinances in the Municipal Code.*
8. *Respond to and resolve difficult and/or sensitive citizen inquiries or concerns.*
9. *Apply record keeping & book keeping principals and procedures.*
10. *Assist to maintain and organize Village project communications: i.e. Street/Water/Sewer projects*
11. *Assist in responsibilities for village involvement in community/KVFD related events*
12. *Work with Board of Trustee's and Village Superintendent on all public nuisance Notices.*
13. *Ensure Village responsibilities and to use independent judgment in the performance of duties.*
14. *Maintain the confidentiality of appropriate communications, documents and transactions.*
15. *Continue educational activities.*
16. *Work under the direction of the Village Clerk/Treasurer at the authority of the Village Board of Trustees.*
17. *Part Time Job – 20/24 hours per week*

GENERAL OFFICE DUTIES:

1. *Answer Phone – take and distribute messages as appropriate.*
2. *Accept Utility payments.*
3. *Accept community room space requests/collect proper certifications for use.*
4. *Accept customers at window.*
5. *Monitor and order supplies as needed.*
6. *Pick up mail and distribute appropriately on scheduled work days.*
7. *Maintain Village inside and outside bulletin boards.*
8. *Other duties as needed.*

WATER, SEWER AND GARBAGE ACCOUNTS: (resident & business)

1. *Setup and maintain all w/s/g utility accounts for the community of Kenesaw.*
2. *Assist in accepting payments/credits, to all personal & business utility accounts.*
3. *Update accounts as needed- with changes, such as, new residents, services changes, contact numbers, etc.*
4. *Have a full working understanding of the water meter reading system and software.*
5. *Manage Monthly Meter Reading for water meters, to include adjustments, and manual entries, and auditing meter reading entries for mistakes.*
6. *Manage Disconnection notices in coordination with Treasurer and Superintendent.*
7. *Assist Treasurer with UB payment receipt entry and deposit as directed.*

HUMAN RESOURCES:

1. *Accept employee applications (fulltime-part-time, seasonal, Board Members, fire department staff holding office) in coordination with the Clerk.*
2. *Collect, verify and maintain all hiring documents (I-9, Identifications etc.)*
3. *Set up and maintain HR files on all employees in coordination with clerk*
4. *Complete all New Hire reporting with the state of Nebraska for all new/seasonal employees*
5. *Provide all permanent employee's their Employee handbook and packet.*
6. *Manage all summer employee HR documents in coordination with clerk.*
7. *Assist in collection of employee information pertaining to payroll. (W-4, etc). (yearly) and provide to Treasurer for processing.*
8. *Maintain confidentiality on all HR records in a locked storage unit.*
9. *Work in coordination with Village Clerk/Treasurer on any HR issues.*
10. *Keep all HR files organized and up to date.*
11. *Maintain Employee handbook with updates as needed, and redistribute to staff after updates as directed by clerk.*

TOBACCO & LIQUOR LICENSE:

1. *YEARLY -Notify & Assist business with re-application or new application for Tobacco and/or Liquor Licenses.*
2. *Submit public Notices for publication.*
3. *Assure submissions of application.*
4. *Accept State packet then distribute the "new" License to businesses.*
5. *Collect the appropriate fees.*
6. *Work with Village Treasurer to Distribute OT Fee as required by State Requirement.*

BILLING – KENESAW AMBULANCE:

1. *Collect appropriate forms required for each Ambulance run, making sure each form is completed correctly from the Kenesaw Ambulance crew. Seeing that each form is completed before submitting to the State and the billing service.*
2. *Assist clerk to submit all reports required to the federal and state department.*
3. *Submit appropriate forms to the Village of Kenesaw's Billing Service.*
4. *Notify Village Treasurer of any collected funds to be applied to the Ambulance account.*

VILLAGE INSURANCE COVERAGE:(Workers Compensation-Inland Marine-Vehicles, life: documents, changes and additions: Village of Kenesaw:

1. Address coverage documents –insuring proper coverage and documentation.
2. Complete and submit notifications of changes/additions/deletions of coverage.
3. Complete claim notices (workman 's compensation & inland marine & vehicles) with estimates and submit.
4. Complete proper documentation of payment on claims.

DOG & OTHER ANIMAL LICENSES:

1. Notify the public of yearly licensing of pets.
2. Accept Proof of Certification of Vaccine for the residence 's of Kenesaw, for the purpose of license for the dogs living in the community.
3. Complete proper receipt for the license.
4. Collect and receipt fee associated with the license.
5. Dispense proper tag.
6. Provide all payments to Treasurer for deposit.

SAFETY COORDINATOR:

1. Prepare monthly safety agenda.
2. Establish date & time for seminar – monthly
3. File documentation.

DEVELOPMENT/ZONING PERMITS:

1. Assist customer with application process involving zoning changes/concerns or improvements.
2. Process permit applications at the direction of the clerk.

SWIMMING POOL: (at the direction of the clerk and pool manager)

1. Prepare each spring for upcoming Season. –Board Notice-wages-hours, etc.
2. Advertising – for positions available.
3. Work with pool manager as needed for production of employment forms.
4. Prepare and Distribute employment packets applications.
5. Prepare and/or update job descriptions and guidelines for each position at the pool.
6. Accept application and provide to clerk to present to the Board of Trustees for approval/hiring.
7. Maintain record of all employee needed documents and certifications.
8. Assist pool management staff with employee issues as needed at the direction of the clerk.

ORDINANCES & RESOLUTIONS:

1. Create appropriately – an Ordinance or Resolution in coordination with the clerk.
2. Provide to clerk all Ordinance or Resolution to be presented to Village Board for Reading.
3. After acceptance of such for each year – accumulate for consolidation to the Village Municipal Code Book.
4. Address all citizen complaints/concerns for compliance, in cooperation with clerk, including direction for abatement.

BOARD MEETING * MONTHLY PREPARATIONS:

1. Receive and provide to clerk any information requested to be placed on any board meeting agenda.
2. Assist in preparation of information packets for each Trustee, in order for them to prepare for the Meeting.
3. Assist to prepare necessary documents as required for each Meeting as directed by clerk/treasurer.
4. Prepare and Post Notices of the monthly Meeting as required.
5. Prepare Ordinances & Resolutions when required as directed by clerk.
6. Post, and publish Minutes as directed by clerk.
7. Prepare and Publish notices of Public Hearings
8. Attend & assist Village Clerk in taking notes for minutes **upon request only, AS NEEDED.**

VEHICLE REGISTRATIONS:

1. Maintain all Village Vehicle Registrations and Licensing.
2. Renew all registrations and licensing as required by state law
3. File all registrations and vehicle titles in fire safe file box.

NEWSLETTER:

1. Create, Print and Mail newsletter/resident or community information in accordance to the request of the Board.

WEB SITE MANAGEMENT:

1. Maintain Village Website
2. Be familiar with new website access and information.
3. Be familiar with website legalities.
4. Keep website regularly updated with the news and upcoming events of the village.
5. Promote the website with village residents.
6. Maintain education and training on website management.

OFFICE/BOARD ROOM CLEANING:

1. Water Flowers in inside/ outside pots when applicable.
2. Sweep sidewalk in front of Village doors to keep debris from building up.
3. Spot clean as needed or prior to any meetings held at Village Office/Board room.
4. Keep cleaning supplies and bathroom supplies stocked.

WELCOME PACKETS:

1. Create & update packets **as needed**

**Additional duties may be removed, changed or added due to the discretion of the Village Clerk/Treasurer*