

SAMPLE -

#### POSITION DESCRIPTION

Position: Village Clerk

Reports To: Village Mayor

SUMMARY: Has custody of the corporate seal, books, records and papers of the Village and its subdivisions and all the official reports and communications of the Board of Trustees.

\*\* Is the chief fiscal officer of the Village. \*\*

#### RESPONSIBILITIES

1. Must maintain custody of the village seal, books, records and papers.
2. Serves as the clerk of the board of trustees and all other village boards, including the village planning board, etc. unless a separate clerk is designated.
3. Must maintain a record of all village resolutions and local laws.
4. Must prepare, sign and transmit to the treasurer an order directing the treasurer to pay all claims ordered paid.
5. Must produce books, records and papers for inspection as required by the Village Board and/or as required under State Law.
6. Must produce copies of books, records and papers, certified in proper form, to be read into evidence when requested to do so.
7. Must, upon proper request, provide information asked for under the NYS Freedom of Information Law at a maximum charge of \$.25/page for copied materials.
8. Must act as the tax collector for the village, if the board imposes that duty by resolution in a manner consistent with state law.
9. Must keep an indexed record of all written notices of defect reported pursuant to Sec. 6-628 of Village Law. The manner of indexing must be by location. Such record must include:
  - the date the claim was received;
  - the nature and location of the condition;
  - the name and address of the person giving the notice to the village.

Such records must be maintained for at least five years. The clerk must bring the notice to the attention of the board, either at the next board meeting or within ten days of receiving the

notice, whichever is first.

10. Will serve as the village's Records Management Officer as provided for under NYS Education Law.
11. Other duties as properly assigned by the Board of Trustees.

#### AUTHORITY

1. May present Village records during regular office hours for viewing under the Freedom of Information and Open Government Acts.
2. May meet payroll and other financial obligations of the Village without prior Board approval as defined in Municipal Law.
3. May establish office procedures in accordance with Board and contractual policy.

#### MINIMUM JOB QUALIFICATIONS

1. Associate degree in accounting and secretarial practice or related experience.
2. Experience with municipal record-keeping and accounting.
3. Demonstrated ability to relate with people in a personable, positive manner.
4. Must reside within the municipal boundaries of the village, be at least eighteen years of age, and meet any other requirements set out in Sec. 3-300 of Village Law and Local Laws or Regulations of the Village.

#### SALARY

Established annually by the Village Board of Trustees.

COMMENT: Note that you MUST develop your own job description for your municipal clerk, or for any other position, based on your own needs. This example SHOULD NOT be used "as is", but is only intended as a starting point. Further, you should note that this example cannot be easily be reused for other types of municipalities. For example, the position of Town Clerk is an elected position, which makes a formal "job description" somewhat less relevant. (The statutory duties of the town clerk are set out in Sec. 30, Town Law; those of the village clerk are set out in Sec. 4-402, Village Law).