

# Town of Gordon

## Job Posting

**Position Title:** Deputy Clerk

**Reports to:** Town Clerk

**Job Summary:** 300 hours per year = 4-8 hours per week depending on Town requirements.

Deputy Clerk duties are to be assigned by the Town Clerk, but could include helping the clerk with any of the following duties.

### **Basic Duties:**

1. Maintain public hours at the Town Hall Office. The clerk is a public resource for the Town needs to be approachable and friendly while maintaining a professional appearance.
2. Answer calls, emails etc. and /or forward to the appropriate board member or department.
3. Manage reservations for the Town Hall and Ball Field including contracts and payments.
4. Managing Town finances – QuickBooks experience is preferred.
5. Attend training provided by the WTA for Town clerks.
6. Set up and administer election, registration, voting, administer oaths and intend election training provided by Douglas County.
7. Maintain Cemetery records.

### **Job Description/ Required Duties if Clerk is unavailable:**

1. Attend board meetings and take minutes ensuring that any ordinances or resolutions adopted by the board are posted or published as required.
2. Provide notice of board meetings, annual meetings, hearings, open book, Board of Review meetings and other matters as required.
3. Bookkeeping and tracking of finances including paying of bills for the Town and monitoring the budget.
4. Assist in preparation of the budget for planning purposes annually.
5. Provide finance reports for the treasurer.
6. Examination of the assessment roll upon receipt from the Assessor prior to the Board of Review.
7. Prepare the tax roll and deliver it to the Town Treasurer.
8. Prepare the Town's real estate tax bills and mail them to property owners.
9. Perform Election-related functions.
10. Maintain Town records and comply with requests for public records.
11. Issue licenses granted by the board. Issue alcohol and server licenses.
12. Manage payroll and payroll processing, personnel issues, retirement & insurance.

**Position Qualifications:**

1. Education minimum high school diploma, secondary education preferred.
2. Work experience in accounting a plus.
3. Demonstrated proficiency in computer use for spreadsheets and word processing.
4. Able to have flexible work schedule, including evening board meetings.
5. Valid Driver's license and insurance.
6. Able to be bonded and a notary public (subject to background check).

**To apply:**

Resume and cover letter including job history and references can be emailed to [gordonwitone@gmail.com](mailto:gordonwitone@gmail.com)

Or dropped in the drop box at the Town Hall's east door.

All applicants will be subject to a background check.