

**VILLAGE OF LAWTON
JOB DESCRIPTION**

VILLAGE CLERK

Supervised by: Village Manager
Supervises: Village employees as assigned

Position Summary: Performs a variety of routine and complex administrative, technical and clerical work in administering the function of the office of the Village Clerk. Performs all tasks and fulfills all duties and responsibilities assigned to the Clerk in the Michigan General Law Village Act (1895), by federal or state statute, or as otherwise required. Administers other functions assigned to the Clerk's office, acts as recording secretary, performs other tasks or duties as assigned by the Village Manager.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Serves as official custodian for the safekeeping and management of all Village records and papers. Oversees the codification of ordinances, catalogues, files, and otherwise maintains comprehensive record keeping systems for all official Village documents. This includes all Village Board and Commission appointments, terms and resignations.
2. Acts as official custodian of the Village seal and administers oaths of office. Certifies ordinances, resolutions, contracts, and other documents requiring a Village seal. Accepts claims and other legal papers on behalf of the Village.
3. Assists in the preparation of Council materials and meeting packets, attends regular and special Council meetings, records, transcribes and indexes minutes. Publishes public hearings and meetings, ordinances, bid advertisements, and all legal notices.
4. Issues municipal and other regulatory licenses and permits in accordance with Village ordinance and other regulations. Conducts all bid openings for the Village.
5. Serves as Freedom of Information Act Coordinator (FOIA). Responds to inquiries and requests for information according to policies and laws regarding access to public information. Directs complex requests through appropriate legal channels and refers specific questions to other Village departments.
6. Oversees human resource functions, including maintaining personnel records and coordination of benefits (Health/Life/Disability Insurance, Retirement) and assists with Union contract administration.

7. Processes payroll for Village employees. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit premiums, retirement allocations, and other withholdings. Processes checks and direct deposit requests. Prepares quarterly and annual payroll reports such as payroll tax filings, Worker's Compensation and Unemployment insurance, W-2s, 941 deposits, and other related reports.
8. Assists in the preparation, execution and maintenance of various contracts.
9. Conducts research, compiles information, and prepares reports on a variety of subjects as requested. Assists in the preparation of ordinances and resolutions as directed.
10. Provides general administrative and clerical support for the Village Manager and office. Types, files, scans, and performs data entry. Screens phone calls and reports vital information to the Village Manager. Schedules meetings, conferences, and other appointments for the Village Manager.
11. Keeps abreast of professional developments and technological advances in public administration and records management through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree in business, office management, public administration, or related field, or minimum five years combined post-secondary education and experience in a clerical or administrative support position, preferably in a municipal setting.
- Working knowledge of computers and modern office practices and procedures. Skill in maintain records management systems, including legal requirements for recording, retention and disclosure of public documents.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in accurately compiling and evaluating data and information and preparing clear and accurate reports.
- Ability to accurately record, transcribe and maintain records.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to attend meetings scheduled at times other than normal business hours.

- Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and electronic documents. The employee must occasionally lift and/or move items of light weight. The employee is frequently required to attend meetings.

The employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.