

# Town of Interlaken Utah

## Job Description – Town Clerk

**Title:** Town Clerk

**Part-time position Hours:** 8-20 hours per week (average of 12 hours)

**Pay:** up to \$30/ hour based on experience and skill set

### **Primary Duty:**

#### **I. Audit and Oversight Responsibilities**

1. Provide required information to the audit firm that performs the Town's annual audit or prepares the Town's annual financial report. (Utah Code 10-3-916)
2. File the Towns audit or annual financial report with the proper Utah state agency.
3. Within 180 days of the end of each fiscal year, present the annual financial report to the Town Council for approval. (Utah Code 10-5-129)
4. Prepare and submit State Transparency reports and State Auditor reports within specified deadlines.

#### **II. Financial and Record keeping Responsibilities**

1. Assist the Mayor in preparation of the draft of the annual budget and in filing of the final budget with the appropriate state agency.
2. Certify the Town ordinances or resolution setting the property tax levy and file with the county auditor or appropriate state agency by the appropriate date. (Utah Code 10-5-112)
3. Be the custodian of the Town's records, books, accounts, and Town documents ensuring they are kept in an organized and easily accessible manner. Ensure that approved copies of Town documents are available to the public and maintained on Town website as applicable in compliance with Town Council requirements, Utah Government Records Access and Management Act and Utah Municipal Code. Maintain the state required GRAMA certification.
4. A: Supervise the Town's Bookkeeper in maintaining the (i) general books for each fund of the Town (ii) all subsidiary records and (iii) a list of bonds.  
B: Pre-audit all claims and demands against the Town.  
C: Prepare all checks to pay claims and demands against the Town and place proper certification on appropriate voucher or check copy. (Utah Code 10-5-122)
5. Counter sign all contracts made on behalf of the Town and maintain an indexed record of all such contracts. (Utah Code 10-5-122)
6. Draw and sign warrants on Treasure when town is without funds to pay lawfully approved claims. (Utah Code 10-5-124)
7. A: Post and or publish and file legal notices, agendas and all items required to be published or posted as required by Utah law.  
B: Ensure proper mailing, together with the maintenance of proof of mailing all notices required to be given to affected property owners and residents.
8. Manage all bids, contracts, and grants together with the Mayor and collect appropriate fees and other payments due to the Town.

### **III. Town Council Responsibilities**

1. Work with the Mayor to prepare the agenda for all meetings and provide notice as required by the Utah Open and Public Meetings Act and general provisions of Utah Law requiring use of State of Utah governmental notice website.
2. Attend Town Council meetings and keep accurate auditory and recorded record of the proceedings.
3. Prepare draft and /or final versions of meeting minutes of open meetings in accordance with Town Council procedures.

### **IV. Election Responsibilities**

1. Perform municipal election duties as specified by the Utah Election Code.

### **V. Office Management**

1. Conduct public office by appointment as directed by the Town council.
2. Receive and appropriately manage incoming and outgoing communications such as mail, e-mail, faxes, phone calls and personal communication.
3. Manage Town database and filing system. During office hours direct all inquiries regarding building permits, septic permits, ordinances, variances, conditional use permits, complaints, and any other Town Business to the appropriate town officials.
4. Maintain and post items to the Town website as directed by the Mayor and/or Town Council.
5. Assist the Mayor in administrative issues and other duties as assigned and required by Utah statutes.
6. Maintain office supplies and equipment and when necessary, recommend to the town council lists of items to be purchased, then implement said purchases when approved.
7. Maintain basic security of office, files and records.
8. Answer the town phone during regular business hours. Manage the town's email and correspondence, send out regular town notifications and newsletters.
11. Consult with the mayor and town attorney to address code violations and legislative actions of the town council.
12. Manage the town's annual water billing.

### **Supervision Received**

Works under the general supervision of the Mayor.

### **Supervision Exercised**

Management of the Town Bookkeeper and any volunteer or temporary office Help, as directed by the Mayor.

**Minimum Qualifications:**

1. Education and experience:

Graduation from an accredited high school and

- A. 2-year college degree in business administration, accounting or relevant course work.
- B. Or 3+ years in project management, including supervision of employees, record keeping, developing project schedules, leading team meetings, tracking project status.
- C. Or an equivalent combination of education and experience.

2. Knowledge, skills and abilities:

- A. Must have high proficiency with computers and expertise in the following operating systems and software: Microsoft Windows, Mac OSX, Microsoft office including, Excel, Word, and Outlook, pdf editing software, Website management experience.
- B. Must possess good interpersonal and communication skills, including written and oral communication.
- C. Must have good organizational and office management related skills including word processing, filing, copying, and distributing of materials to appropriate filing system.
- D. Must be willing to obtain continuing education and/or training as needed for job duties.
- E. Must possess valid Utah driver's license and Social Security card
- F. Must be willing and able to become Licensed notary for state of Utah within 60 days of hire.

**Disclaimer:** the above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements for knowledge, skills and abilities. Employees may be required to follow other duties as assigned subject to all applicable state and federal law. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of job.

**Utah State Salary Search**

Utah State Annual Salaries	Low	High	Low w/Benefits	High w/Benefits	Low Avg Hourly	High Avg Hourly	Avg Hourly
Town Clerk	\$ 40,000	\$ 50,000	\$ 57,143	\$ 71,429	\$ 27	\$ 34	\$ 31
Town Manager (CAO)	\$ 68,000	\$ 86,000	\$ 97,143	\$ 122,857	\$ 47	\$ 59	\$ 53

General Fund Line Items	FY2021 Actual	FY2022 Budget
Line 38: Town Clerk and Webmaster	\$ 18,324	\$ 20,000
Line 42: Bookkeeping, Accounting & CPA Fees	\$ 12,357	\$ 18,000

Current Average Work Load	
Town Clerk @ \$31/hr	
FY2022 Budgeted Hours	12.41

Proposed Budget Amendment FY2022 Starting 12/1/2021 (Transitional Based on 1/1/2022 New Hire)					
	QTR1 + QTR2	QTR3 + QTR4		QTR3 + QTR4	Amended
Position	TOTAL	Hourly	# Avg Hours/wk	TOTAL	FY2022 Budget
Town Clerk (Bart, then New Hire)	\$ 7,300	\$ 30	15	\$ 11,700	\$ 19,000
CAO or Equivalent (Bart)	\$ -	\$ 40	8	\$ 8,320	\$ 8,320
				<b>TOTAL</b>	<b>\$ 27,320</b>

Proposed Budget FY2023			
Position	Hourly	# Avg Hours/wk	Annual Budget
Town Clerk/CAO (New Hire)	\$ 35	22	\$ 40,040
		<b>TOTAL</b>	<b>40,040</b>

Revenue-Expense Impact per Lot		
Average Cost Increase Per Lot	FY2022	FY2023
184 Lots	\$ 40	\$ 109