

*The following is a list of Clerk-Treasurer duties & responsibilities put out by the Indiana League of Municipal Clerk's and Treasurers. I have listed the responsibilities specific to the Argos Clerk-Treasurer's Office. The Clerk-Treasurer is the Utility Clerk.*

### **Administrative**

- Clerk to Town Council preparing minutes and agenda items
- Secretary to the Police Commission, BZA, Secretary and member of the Plan Commission, Prepare claim dockets for Park & Cemetery Boards
- Preparation and creation of ordinances and resolutions
- Supervising staff
- Maintain records for Variances, Special Use Permits, Rezoning, Sub-division plats, Pet Licenses, Solicitor Permits, Golf Cart Permits, IDEM Permits, Tax Abatement filings, etc.
- Receptionist for the community taking questions and messages for the Town Council, employees & department heads
- Clerk-Treasurer of the Ordinance Violations Bureau
- Scheduling meetings with insurance agents and various vendors
- Handling all liability, equipment damage and theft insurance claims
- Administrator for the town drug and alcohol policy and maintain drug screen records and scheduling for DOT and Non-DOT employees
- Administers oaths & performs marriages
- Performs research on numerous topics
- Organizes meetings when needed
- Orders office supplies and makes decisions based on office needs
- Safeguards all official records of the town
- Understanding and researching laws affecting all town matters
- Safeguarding the Town Seal
- Maintain Maple Grove Cemetery records & issue lot deeds
- Disaster Recovery Administrator
- Human Resources for the town employees
- ADA Coordinator

### **Advertisements**

- Notice of meetings
- Bids & other legal notices
- Budget Ads
- Public Hearings
- Annual Financial Report
- Job openings

## **Financial**

- Administer all town funds
- Budget preparation with all data entered in Gateway & tax rate fund distribution
- Bond records and payments
- Prepare Annual Report for SBoA (CTAR)
- Fund Transfers
- Bank Reconciliation
- Federal & State audits
- Preparation & payment of claim vouchers for all departments
- Fixed assets ledger & department inventories
- Investments, leases & loans
- Police Pension Board Secretary/member
- Filing sewer liens
- Overseer of monies being spent by department heads and a manager of finding ways to cut costs and create revenue
- Accounts Receivable- Ordinance violation fines, accident reports, gun permit fees, property taxes, excise tax, cigarette tax, alcohol beverage tax, ABC gallonage tax, Local Road & Street distributions, MVH state distributions, park pavilion & community building rental, cable franchise revenue, pole rental, cemetery lots/ grave openings & closings, ambulance billing revenue, and fire billing revenue. Utility bill collections including water, wastewater, electric, storm water fees and garbage collection

## **Personnel/Payroll**

- Prepare & distribute payroll
- Process all PERF/ Pension payments online
- Calculate taxes and other withholding
- Prepare 1099's, W-2's, & W-4'S
- Maintain and update confidential employee files containing service records, job descriptions, certificates, insurance information, tax information, PERF/Pension records, evaluations, disciplinary records, drug testing results
- Maintain and update employee payroll records accounting for benefits- PERF & Police Pension, health insurance, life insurance, dental insurance, eye insurance, supplemental insurance, cell phone, overtime, vacation, sick days, holidays, personal days, bereavement days, jury duty, medical leave, military leave, longevity, unemployment benefits, worker compensation claims, and garnishments

## **Technology**

- Purchase, maintain, & operate computers, accounting software, printers, scanners, copiers, fax machines, typewriters, adding machines, handheld meter readers, & recording equipment. Knowledge and training on creating word documents and excel spreadsheets.

### **Grant Management**

- Assist with writing
- Administration
- Financial Management
- Provide reports as required
- Federal audit

### **Utility Billing**

- Prepare, print and send bills
- Send penalty notices
- Create summary billing reports
- Corporate tax calculations for IDR payments
- Sales tax calculations for IDR payments
- Consumption reports
- Apply rates as they change
- Sending “Leak” letters for customers with unusual amounts of water used

### **Miscellaneous Billing (Invoicing) & Duties**

- Ambulance billing – Electronic and direct billing to Medicare/Medicaid and private insurance companies
- Fire billing & reporting to the State
- Park mowing
- Miscellaneous utility billing
- Water & Sewer taps
- Underground services
- Collections
- Demand customer billing
- Maintaining meter deposit register & refunds
- Writing and maintaining work orders for utilities and street department

### **Correspondence**

- Write and or approve all correspondence
- Maintain electronic invoicing
- Communications with various groups and individuals through email
- Handling written requests for information

### **Education and Training**

It is the direct responsibility of the Clerk-Treasurer to attend State Board of Accounts meetings annually and to attend conferences and various topic related meetings when scheduled. Continuing education is a must In order to keep up with this ever evolving job.