

**VILLAGE CLERK** – The Village of Otter Lake is seeking a qualified and highly motivated applicant for the part-time position of Village Clerk / Treasurer. The village’s current need is a Clerk with this position taking on the Treasurer’s duties upon that term expiring. Starting work week would be approximately 12 hours per week, increasing to approximately 30 hours per week with added treasurer’s duties. Applicants need, as a minimum, a high school diploma or GED, however some college courses and/or work experience as a clerk or office manager is preferred. A full job description and qualifications for this position may be viewed on the Village’s website, [villageofotterlake.com](http://villageofotterlake.com). Interested applicants should submit a cover letter, resume and professional references to:

Village of Otter Lake  
Attn: Zoning Administrator  
PO Box 193  
Otter Lake, MI 48464  
Or email to [otterlakezoning@gmail.com](mailto:otterlakezoning@gmail.com).

Applications will be accepted until November 5, 2021, at 5:00 PM.

## **Village Clerk**

### **Duties and Responsibilities**

October 1, 2021

- Serves as the custodian of all records for the Village, coordinating the preparation of current and archived Village records efficient and effective storage.
- Serves as custodian of the corporate seal and assures proper use of said seal.
- Countersign and register all licenses.
- Makes reproductions in accordance with the Media Records Act 1992 PA 116.
- Administer oaths and affirmations.
- Responsible for the preparation and publication of agendas in accordance with the Open Meetings Act.
- Responsible for all minutes of the Village Council, committees, and commissions, as assigned.
- Coordinates publication of approved ordinances and resolutions, as required.
- Responsible for being the custodian of assets of the Village, filing insurance claims, coordinating property and liability insurance renewals, and re-bidding Village insurance coverage as directed.
- Serves as general accountant. Assist Treasurer with payroll and accounts payable as required by segregation of duties.
- Signs all checks together with the Treasurer.
- Assist with the collection of property taxes, sewer utility fees, and other accounts receivables.
- Collect claims against the village, present them to the council for allowance and, if allowed, submit check disbursement authorization to treasurer.
- Prepares Village and departmental budgets on an annual basis.
- Make complete financial report to council.
- Assists in drafting ordinances and resolutions, as necessary, for review by the Village attorney.
- Attends evening meetings as needed, requested or required.
- Other duties required by law and other related duties as assigned.

### **Preferred Qualifications**

1. Thorough knowledge of the functions and organization of village government and the workings of the Village Council.
2. Thorough knowledge of Michigan laws and local ordinances related to the duties of the office of Village Clerk.
3. Experience in preparing minutes and other reports related to official proceedings of the Village Council, other committees and commissions.

4. Experience in developing effective working relationships with elected or appointed municipal officials.
5. Experience in customer service and strong knowledge of office management practices.
6. Ability to effectively communicate, orally and in writing.
7. Ability to respond to common inquires or complaints from the public, regulatory agencies, or staff members.
8. Ability to write business correspondence, reports, and articles for presentation to public groups and the Village Council.
9. Ability to solve practical and complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
10. Ability to define problems, collect data, establish facts, and draw valid conclusions.
11. Good organizational skills and ability to maintain and foster cooperative working relationship with peers, Village Council and the public.
12. Ability to set goals, plan, organize, implement, monitor, and meet deadlines independently as well as in a team setting.
13. Ability to work irregular and/or extended hours.
14. Ability to utilize various computer programs to access, input and retrieve information and perform a variety of record keeping functions.
15. General knowledge of computer hardware and software including software for accounting, database, Internet, inventory, payroll, project management, spreadsheets, and word processing. Software includes, but is not limited to the following:
  - a. Microsoft Word
  - b. Excel
  - c. Quickbooks
  - d. Other as required
16. Ability to maintain **confidentiality** of all Village business.

## **Clerk's Typical Work Items**

### Weekly Duties:

- Prepare payroll for Village employees
- Prepare street reports (individual man hours for each DPW worker and equipment hours)
- Prepare and send Village correspondence as required
- Filing

### Monthly Duties:

- Prepare payroll for elected officials
- Pay IRS deposit for payroll
- Pay state withholdings
- Pay Mers insurances
- Pay all bills due
- Finalize street report for current month
- Prepare financial report
- Prepare line-item budget report
- Prepare council agenda
- Attend council meeting and take minutes

### Quarterly Duties:

- Prepare and file IRS 941
- Pay unemployment insurance

### Annual (Year end) Duties:

- Prepare and file state annual withholdings
- Prepare employee's W-2's
- Prepare sub-contractor's 1099's
- Prepare and file W-3
- Renew insurances
- Audit with MML for workers compensation insurance
- Audit with MML for liability insurance
- Prepare draft budget for upcoming fiscal year
- Obtain council's approval on:
  - o Draft budget
  - o Actual budget
  - o Bank card signatures
  - o Spreading of assessments
  - o Signing of warrants for taxes
- Prepare for yearly audit