

**Position Description
Town Clerk
Credit River Township**

Responsible to the Credit River Town Board in an Administrative Support capacity.

1. Correspondence and Inquiries
 - a) Review all correspondence from agencies such as County Public Works, County Planning, Environmental Health, MPCA, Met Council, Neighboring Cities, State Agencies, etc.
 - b) Act upon or distribute to Board and/or Staff
2. Inquiries (Phone, Mail, Email)
 - a) Refer all resident questions/complaints to Supervisors using Organization Chart
 - b) County and Neighboring City Questions
 - * Community Development, Public Works, Environmental, Scott Soil and Water Conservation District and Builders/Developers
 - c) Staff/Consultant Questions
 - * Engineer, Attorney, Planner, Wastewater Operator, Treasurer
3. Meetings
 - a) Prepare meeting agendas and submit for publication
 - b) Prepare meeting materials for Board review prior to meeting
 - c) Responsible to record all proceedings of Meetings (Minutes)
 - d) Prepare Minutes for meetings and distribute to Board / Staff for review and approval
 - e) Upon Board approval, record signed Minutes in Minute Book
 - f) Follow up with Board members on Board Action items
4. Township Records
 - a) Responsible for filing of Township records
 - b) Store all Records of Proceedings (Minutes)
 - c) Maintain Ordinance Book and insure proper publication rules are followed
 - d) Maintain Resolution Book
 - e) Maintain Policy / Procedure Manual
 - f) Maintain the List of Vendor Insurance Certificates
 - g) Maintain the Contract List
 - h) Developer Agreements
 - i) Correspondence
5. Public Notices / Special Meetings
 - a) Publish and post all required notices (Regular Meetings and Special Meetings)
 - b) Plan Annual Meeting and Post / Publish Appropriate Notices
 - c) Record Minutes from Annual Meeting
 - d) Post and Publish Notices for Annual Board of Review (Property Tax Review)
 - e) Record Minutes at Board of Review
6. Manage all Elections
 - a) Develop list of qualified Election Judge candidates

- b) Arrange for Training / Certification
 - c) Schedule Judges for Election Day
 - d) Post Election Notices
 - e) Pick up equipment and set up on Election Day
 - f) Manage Election as Chief Election Judge
 - g) Insure results and equipment are returned to County with reports
 - h) Coordinate Board of Canvas
7. Building Permits
- a) Work with applicant on completing application process
 - b) Coordinate review with Engineer and occasionally County Staff
 - c) Issue approved Permit Application
 - d) Maintain log of completed permits and file copies
8. Solicitation Licenses
- a) Accept application and do background check through Scott County
 - b) Issue license and maintain log
9. Reports
- a) Prepare Building Permit Report for Board review
 - b) Prepare Annual Highway Road Mileage Report working with Engineer
 - c) Prepare the Annual Workman's Comp Insurance Report
 - d) Assist in the Annual Audit with Outside Auditor
10. Claims (Invoices / Bills to Township)
- a) Sign and mail out payments
 - b) Maintain duplicate list of claim checks
 - c) Periodically reconcile to Treasurer's records
11. Other duties as required by law and directed by the Town Board

(this position description is subject to change at Annual Board Reorganization Meeting)