

## Duties of the Deputy Clerk

- Assist the Clerk/Treasurer with the following duties
  - All duties and requirements defined in the General Law Village Act for a Village Clerk.
  - Keeping a positive and professional working relationship with the residents, council and employees.
  - Conduct general business functions of the village; answer phone calls, manage resident concerns, writing letters, conducting research etc.
  - Maintain physical and digital archives for the village.
  - Pick up village mail. Stamp date and distribute appropriately.
  - Log all incoming phone messages; respond to calls and forward messages to appropriate person.
  - Order supplies for the office, DPW, Fire/Rescue Department.
  - Collect employee time sheet and have approved with a wage committee member, process payroll and distribute checks.
  - Track employee vacation and leave time status.
  - Remit employee/village contributions to IRA accounts when applicable.
  - Process and remit 941 IRS payment monthly. Report each quarter.
  - Process and remit State tax withholdings and report each quarter.
  - Process and remit wage report each quarter.
  - Process and remit W2 forms to the IRS and employees.
  - File a payroll audit with MML insurance for renewal.
  - Conduct annual review with the insurance agent on an annual basis or as needed.
  - Prepare all financial reports and records for auditor in cooperation with the Village Treasurer.
  - Reconcile purchase receipts and attach to invoices
  - Process all invoices and statements received for disbursement.
  - Process expenditure checks prior to council meeting for approval.
  - Prepare quarterly and annual reports for the Budget Committee.
  - File F65 State financial audit.
  - Administer oaths and affirmations.
  - Prepare agenda and compile information packet including financial report.
  - Serve as clerk of the council, record all proceedings, resolutions and ordinances, prepare Village Council meeting minutes; distribute to council members and post in accordance with requirements of 65.5 of the General Law Village Act. (within 15 days)
  - Maintain a file of all committee and council meeting minutes.
  - Collect and record fuel log information.
  - Calculate fuel log information and bill Gratiot County Road Commission, Fire and Rescue Departments on a monthly basis.
  - Collect equipment rental data from DPW.
  - Calculate and transfer funds from appropriate accounts to the general fund for wages and equipment rental.

- Receive meter reads, process and mail utility bills monthly.
- Deposit utility payments and post payments to utility accounts.
- Process and mail shut off notices.
- Fill out work order forms and relate to the DPW and receive forms when work is complete.
- Collect application fee, prepare zoning application and forward to the Zoning Officer.
- Send and receive Fire/Rescue Contracts for appropriate Townships yearly.
- Counter sign and register all licenses.
- Coordinate, or cooperate with the Township in conducting Village elections.
- Schedule and process paper work for rental and use of the Community Center.
- General cleaning of the village office.
- Maintain entry area to the village office including clearing snow and applying salt to maintain safe walking surfaces.
- Other duties as assigned by the Council or Village President.

This list is not to be considered to be all inclusive of th4 duties of the Village Clerk, and may be changed or updated as needed.