

IMMEDIATE OPENING—DEADLINE FOR APPLICATION February 4, 2024

Village of Concord Clerk Position

20 Hours a Week--\$15-\$20 an hour

Starting hourly wage determined based on previous experience and relevant skills

It is the Village of Concord's policy to employ the candidate who is best qualified for the position. The Village will take into account a candidate's work experience as well as education when deciding to employ an employee. While a college educated candidate is preferable it is the Village's policy all candidates must at least be a high school graduate. It is the Village's policy to employ a candidate who will best assist our municipality to attain its goals, in terms of product standards and public service standards. Our consistently high standards are maintained by high quality, hard-working employees on all levels.

In turn, we intend to do all we can for our employees to insure the employee's individual self-development and job satisfaction. In conjunction and compliance with established principles of equal opportunity and affirmative action, it shall be the practice of the Village of Concord to apply modern business principles and procedures to operate efficiently and economically a sound program.

As our Clerk you will be trained by and be working in concert with our previous Clerk who has been promoted to Treasurer. Many of the roles and responsibilities of this position will be able to be completed by our Treasurer as well.

Clerk Roles and Responsibilities Include (subject to change):

Customer Service Representative: Initial Village contact to the public in all communication venues, including but not limited to in person, phone, and email. Ability to assist customers in a business professional manner with their concerns and questions related to Village business such as policy, taxes, and utility bills.

Village E-Mail Liaison: First responder to Village e-mails and distribution of emails to appropriate parties through forwarding, printing, etc. Back-up of emails.

Monthly Utility Billing: Downloading information, making corrections to accounts, running necessary reports, printing and distribution of 600+ utility bills.

Collector of Utility Payments: for the Village's water, sewer, and garbage system. Data entry of individual payments. Run required payment reports. Complete any and all changes to individual accounts monthly. Run report of turn-off notices and penalties including garbage overflow. Pass on turn-off notices to DPW to complete.

Mail Collector and Distributor: Collection of mail from local USPS branch, sign and collect packages from other private mail distributors. Distribute all mail and packages to the particular department addressed to. Mailing of checks to vendors.

Serve as Clerk of the Council: Recorder of all proceedings, resolutions and ordinances. **Council Meeting Role:** Production and distribution of all relevant paperwork, reports, etc. needed for Council review prior to Meeting. Production of Meeting agenda based on attendees, issues, etc. Attend meetings, take and complete Meeting Minutes.

Producer of Financial Reports: Completed for Council and public, as requested.

Accounts Payable: Coding of all bills with vendor, General Ledger number and input into BS&A software system. Payable totals will then be checked by the Treasurer for the correct amount. Cut checks and co-sign with the Treasurer all checks. Complete invoice with posting of date paid and check number. Completion of Payables once weekly.

Check and Balances System/ Internal Control: Serve as a Check and Balances/ Internal Control with Treasurer when needed by the Village for State of Michigan and Village Accounting purposes.

Rental Contact: For Gottschalk Park, Pavilions, and Concord Community Center. Distribute, assist the public with completion and collection of necessary forms. Collection of rental fees and prepare for the Treasurer to deposit. Contact necessary parties for preparation of venue for rental.

Village Rental Apartments Representative: Renting, monthly billing, and collection of rent for the Village's two apartment rentals above our Offices. Maintaining and balancing accounts monthly for each rental unit. First Village contact for renter's complaints.

Village Permit Contact: Distribute, assist public answering basic questions, assist with completion and collection of necessary permits including Building, Electrical, Fence, Pool, Setbacks, etc.

DPW Paperwork Production Assistant: Production of paperwork associated with the DPW including letters, reports, etc.

Work Order Billing: Able to use our work order system for scheduling and billing of DPW tasks.

Village Voice (VV) Newsletter Producer: Completion of Village Voice Newsletter. Serve as proofreader and final check before print. Printer of 800 copies of VV. Delivery of copies to neighboring Salesman. Forward electronic copy to subcontractor for the website.

Cash Box and Petty Cash: Maintain and balance both funds.

Village Webpage Custodian: Forwarding of monthly minutes, Village Voice, events for calendar, ordinances, shared services report, etc. to Village's website sub-contractor. Prefer applicant who is knowledgeable or willing to learn how to use website software to complete themselves.

Notary Public: Must be or able to procure Notary Public status.

Technologically Savvy: Understand how to use technology devices and software (BS&A, MS Excel, MS Office, MS Publisher, Google Docs, etc.) associated with completion of office related tasks including computer, internet, email, printer, scanner, fax, phone, etc.

Office Upkeep: Ensure the Village Office environment is a clean and welcoming environment for visitors daily. Once a week cleaning of Office.

Please Send or Drop Off Cover Letter and Resume to:

Attn: Hiring Committee

Village of Concord

PO BOX 306

110 Hanover St.

Concord, MI. 49237

Or email Cover Letter and Resume to:

Subject: Village Clerk Position

office@villageofconcord.com