

Village Clerk

The Clerk shall be responsible for all bookkeeping activities for the Village of Bancroft. The clerk shall ensure that financial records are properly maintained. The clerk shall perform all necessary duties to insure that the interests of the Village are promoted.

Duties – Examples of work

The clerk shall maintain payroll records; pay claims approved by the Village Board; deposit all funds into the proper accounts; invest municipal funds; attend Board meetings and record the minutes; file required state and federal reports; accept bids from suppliers; issue building permits; issue tobacco permits; license pets; administer all applications made to the Nebraska Liquor Commission; administer all applications made to the Department of Motor Vehicles for handicapped parking permits; administer grants; compose correspondence; manage rental and light cleaning of community building; maintain ordinances and resolutions; maintain all Village records; submit items for publication; create and maintain monthly and annual budget reports; prepare agendas for all meetings; distribute all pertinent information to Village Board members and/or employees. Maintain all cemetery records; sell cemetery lots; mark the graves as needed for the grave digger. The Village Clerk is the appointed Zoning Administrator; oversee the Planning Commission and Board of Adjustments; publicize all meetings; attend all meetings and enforce all adopted policies and procedures. The clerk shall perform other duties as assigned by the Village Board.

Qualifications

The clerk shall have a high school education or equivalent, and at least one year of bookkeeping experience. Experience in municipal government is preferred. Continuing education is important; working towards becoming a certified municipal clerk would be encouraged. Have knowledge of federal and state laws that affect the operation of a municipal government.