

# Mission Township Job Description



<b>Position: Town Clerk</b>	<b>Department: General</b>
<b>Reports To: Town Board Chair</b>	<b>Supervisory Role</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Date Approved by Town Board: 11-12-2024</b>	<b>Status</b> <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> Seasonal

<p><b>Minimum Qualifications:</b></p> <ol style="list-style-type: none"><li>1. General administrative skills to prepare and process documents and records.</li><li>2. Proven ability to maintain a solid records retention and filing system and adhere to important dates, deadlines, and events that have an impact on town business.</li><li>3. Skill in handling purchasing, accounts payable, accounts receivable, preparing and reconciling claims, and accurate fund accounting.</li><li>4. Ability to attend township meetings.</li><li>5. Good listening skills in dealing with concerned citizens, board members, employees and volunteers.</li></ol>
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<p><b>Desired Qualifications:</b></p> <ol style="list-style-type: none"><li>1. Knowledge of MN statutes related to town operations and election law &amp; procedures.</li><li>2. Knowledge of maintaining websites.</li><li>3. Willingness to attend learning opportunities and advancing professional knowledge.</li></ol>
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<p><b>Essential Position Duties:</b></p> <p>The town clerk is responsible for performing the following tasks following MN Statutes, town policy, and generally accepted practices, and such other tasks that may be requested by the town board.</p> <p><u>Annual Meeting</u></p> <ol style="list-style-type: none"><li>1. Publish notice of the Annual Meeting as required by MN Statute.</li><li>2. Work with the town board to prepare a proposed agenda.</li><li>3. Post the proposed agenda on the Town Hall Notice Board and website.</li><li>4. Work with the treasurer to prepare required materials for the meeting and post them on the website.</li><li>5. Establish a Zoom link for the meeting.</li><li>6. Convene the meeting until the election of a moderator.</li><li>7. Record and publish minutes, co-signed by the moderator, within 1 week of the meeting per MN Statute.</li><li>8. Present the minutes for review at the next town board meeting for any comments by the board.</li></ol> <p><u>Board Meetings</u></p> <ol style="list-style-type: none"><li>1. Solicit input from board members and work with the chair to prepare a draft agenda one week in advance of each meeting, including special meetings.</li><li>2. Post each agenda on the Town Hall Notice Board and website.</li><li>3. Establish Zoom links for each regular meeting, and special meetings if requested.</li><li>4. Receive materials for Board meetings and post them on the website at least 3 days prior to meetings.</li><li>5. Record and publish minutes of each regular and special meetings within 2 weeks of the meeting.</li><li>6. Maintain minutes as required by MN Statute.</li></ol> <p><u>Cemetery</u></p> <ol style="list-style-type: none"><li>1. Responsible for maintaining all records for the cemetery as required by town policy and MN Statute.</li><li>2. Sell plots (subject to town board approval if not a resident or property owner) and record deeds.</li><li>3. Meet (or phone discussion) with families to schedule burials and collect fees.</li><li>4. Respond to cemetery inquiries.</li></ol>
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### Claims

1. Responsible for receiving invoices and claim requests, verifying required receipts, researching issues as needed, and processing for town board approval.
2. Create a Claims List for town board approval and post it on the website.
3. Ensure the Claims List is signed by the supervisors after approval.
4. Following approval, issue checks for the approved claims.
5. Responsible for keeping records of all receipts and disbursements.

### Contracts

1. Responsible for maintaining all approved contracts.
2. Responsible for maintaining a list of current contracts and notifying the town board of expiring contracts 60 days in advance of the expiration date.
3. Responsible for invoicing required payments according to contract terms when specified in the contract (i.e. fire contracts).

### Correspondence

1. Responsible for receiving, processing and filing official correspondence for the township.
2. Refer to the town board any correspondence requiring their knowledge or action.

### Elections

1. Responsible for administering elections within the Town under the auspices of Crow Wing County.
2. Post & publish notice of elections as required.
3. Solicit individuals to serve as election judges following the guidelines in MN Statutes and ensure they are trained.

### General Inquiries

1. Serves as the point of contact for general inquiries regarding the township.
2. Responsible for responding to inquiries in a timely manner or refer to the designated supervisor for response.

### Planning Commission

1. The clerk serves as the secretary of the Planning Commission and is responsible for attending the meetings and recording and retaining the minutes, and such other tasks typically associated with the role of the secretary/clerk.
2. Working with the Planning & Zoning Administrator, responsible for posting/publishing meeting notices, public hearing notices, key documents and other items as requested by the Administrator.
3. Responsible for receiving inquiries and responding or referring to the Administrator or Planning Commission Chair for response.

### Reservations

1. Serves as the point of contact for reservations for the Toan Hall and Park Pavilion.
2. Processes requests for reservations, collects the appropriate fees if any, and posts them on the calendar.
3. Ensures that all reservation owners complete and sign the waiver form.

### Resolutions & Ordinances

1. Responsible for maintaining a book of town resolutions and ordinances per MN Statutes.
2. When adopted, responsible for ensuring ordinances are published in the official newspaper, distributed to the County and community library, and posted at the Town Hall and on the website.

### Township Records

1. Serves as the town official responsible for maintaining all town records according to MN Statutes.
2. Responsible to be familiar with the MN Record Retention Schedule and to regularly purge documents following the guidelines.
3. Responsible for maintaining personnel files, maintaining their confidentiality, according to town policy.
3. Provide access to documents when requested following town policy.

### Website

1. The clerk is the primary owner of the town website.
2. Responsible for maintaining the town calendar, posting notices and documents for meetings, timely posting of news and events, and maintaining current versions of ordinances, policies, procedures, minutes, and other official documents on the site.
3. Responsible for regularly updating the site and purging outdated materials.

Performs other duties and responsibilities as assigned from time-to-time by the town board.

**Other Requirements:**

1. Attend all regular and special meetings of the town board and the planning commission.
2. Prepare the claims records for review at the annual Board of Audit meeting.
3. Must possess or acquire a notary public certification filed with Crow Wing County.

*This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.*