

Town of Decatur Clerk/Treasurer Job Description

The Clerk/Treasurer for the Town of Decatur is a part-time position appointed by the Town Board. The Clerk Treasurer shall be paid a salary to be negotiated annually by the Town Board to be paid at intervals as negotiated between the Town Board and the Clerk/Treasurer. The Clerk/Treasurer shall be under the guidance of the Town Board.

The Clerk/Treasurer is responsible for doing the general business of the Town under the direction of the Town Board, the duties of the Clerk and Treasurer, and administration of elections as listed in the State Statutes.

The Clerk/Treasurer is responsible for postings and notices required by State Statutes, and shall work with the Town Chairperson on compilation of agendas.

The Clerk/Treasurer will have proficient computer skills and Accounting knowledge and skills. The Clerk/Treasurer is responsible for recording keeping, financial administration, updating the Town Website, and keeping the Town Board informed as to the business of the Town. The Clerk/Treasurer shall be of sound character and able to be bonded (including for tax collection), and be skillful in interacting with the public.

The Clerk/Treasurer shall be responsible in seeing to the care, upkeep and maintenance of the Town Hall.

The Clerk/Treasurer may have other duties specified by the Town Board appropriate to the carrying out of Town business.