

Sheridan Clerk

Pay - \$6,000 plus \$200/election. The pay is fixed but not the hours. My experience tracking hours was it was about \$17 per hour the second year, \$25 per hour the third year and will be more than \$30 the fourth year. Starting you will spend hours just learning. Also experience makes you more efficient with your time. Deadline of January 13 for candidacy.

Challenges: Being organized. Learning new tasks. There are classes available for some subjects. When you do a report only once a year it's easy to forget some little details. Then the state changes it to on-line only and you need to re-learn some more. There is no manual to explain all the tasks to you. You schedule personal time around state decreed dates such as elections, tax roll deadline - not a lot but you will be obligated to be there or have someone sworn in to act in your place. To be good as a clerk you need to be good at balancing a checkbook, using the internet to fill in data for Federal, State and County, be capable of using PC software for word processing and spreadsheets. (I use LibreOffice, it's free). You must have your own connection to the internet, town hall does not.

Monthly Duties:

Receive invoices to Town - prepare voucher for each, write checks, prepare envelopes

Prepare Agenda for board meeting

Prepare Monthly Financial report for board meeting - lists vouchers - check book balance

Attend Board Meeting - take minutes

At board meeting - board approves vouchers - treasurer sends out checks, not the clerk.

After board meeting - write up the minutes, prepare notice of next meeting with agenda, post minutes and agenda to web-site, post meeting notice in three places in township.

End of month prepare paycheck for town's one employee. Calculate FICA, taxes etc. Write check for employee - clerk gives check not treasurer. On-line file payment for FICA and Federal Taxes.

Quarterly

File Federal 941 paper copy, File and pay State Withholding on-line, State unemployment insurance file on-line. Pay the clerk \$1500. You get the check from the treasurer at the board meeting after the board signs the voucher.

Elections - two or four each year

Prepare sample ballots for equipment test. Test equipment before elections - test is open to public. Set up equipment for election day - get the process started. Close the polls at end of day and prepare results. Requires training by state, usually by a county clerk lead class. Prepare and post election notices. Responsible for poll workers, tracking their training.

Annual:

Prepare numbers for property tax mill rate. Several hand-offs, forms, signing, review. First time was days. Now just several hours with a check-list and spreadsheet.

Annual State Financial Report - all expenses totaled by state account number - verifies balances of checkbook etc for town - on-line.

Annual FireDepartment report - on-line.

Post notices as needed for annual elector's meeting, board of review, budget review meeting, etc.

Attend Board of Review (paid \$25 for being on board of review). Never saw anyone petition the board for anything.

Request for public information - provide public with requested information (Failure to provide public information subjects clerk to \$1000 fine.)

Prepare W-2s and 1099s.

Invoice for snow-plowing

More as needed activities - prepare form for cemetery deeds, administer oath of office, invoice for sand and gravel, culverts ...

I converted lots of paper only records to computer records. I created spreadsheets that made processes easier and wrote text files of notes of how I did several tasks like monthly deposits. The next clerk gets a better starting position. The clerk is free to choose the balance of paper/computer they like for town records. I created a database application for the vouchers and financial books. A database is great for creating reports from tables of data IF you can write SQL statements. If you don't speak SQL then these can be converted back to paper and/or spreadsheets.

Clerk's position is an elected non-partisan position - most votes wins. First is the town caucus on January 13, 2015 at 8:00 p.m. There the town electors (public) will select up to two candidates for each position to be on the paper ballot on April 7, 2015. GAB form GAB-162 is required - a Declaration of Candidacy.

For more information contact the current clerk, David Plunkett, phone 715-949-1792