

TOWN OF PEETZ  
CLERK JOB DESCRIPTION

MEETINGS

- Prepare agenda for monthly meetings and any special meetings and post in five pre-determined locations.
- Attend meetings, take notes and prepare minutes for approval at next meeting.
- Provide support materials for meetings.
- Post pertinent information to Town website and keep information updated.

PERMITS/LICENSING

- Work with liquor establishments to ensure they have licenses from state and town.
- Get approval from board to send in applications/renewal applications to state.
- Distribute state liquor licenses when received.
- Distribute town liquor license when payment is made and approved by board.
- Process building permits after getting proper signature from permit committee member.
- Process dog permits.
- Send reminder letters to dog owners when permits are due and rabies shots are due.
- Schedule and oversee licensing/vaccination clinic for dogs annually.

REPORTING

- Prepare and maintain quarterly and annual reports for Conservation Trust Fund.
- Prepare and maintain quarterly and annual reports for HUTF funds.
- Prepare and maintain annual reports to ARP-SLFRF grant.
- Prepare and maintain semi annual reports to Asset Forfeiture.
- Prepare and maintain annual reports to BAS.
- Prepare and maintain annual report to Census Bureau.
- Prepare and maintain various reports for CIRSA (insurance).
- Prepare and attend annual audit with CIRSA (insurance).
- Annually send Logan County assessor's office building permit information.

CEMETERY

- Keep records for new burials and plot deeds.
- Keep track of all records for cemetery.
- Work with maintenance person or board member to update register at cemetery.
- Work with funeral homes and memorial companies for proper placements.
- Work with maintenance person or board member to mark proper lots for burials, cremations, or memorial placements.
- Keep maps of cemetery lots updated.

COMPUTER

- Proficient typing skills
- Familiar with Office 365 Suite (Microsoft Word, Excel, PowerPoint, OneNote. Etc.)
- Become familiar with WIX website construction and upkeep.
- Familiar with Zoom, Teams, Google Meets (Participating in virtual meetings, scheduling virtual meetings).

#### TOWN CONTACT PERSON FOR

- Town residents
- Maintenance personnel
- Mayor and board members
- Logan County government
- State of Colorado (all divisions)
- Water and Waste Water Operator
- First contact for all town business
- Engineers
- Contractors
- CDPHE, USDA, DOLA

#### MISC.

- Familiarize yourself with and maintain records of Town Ordinances/Resolutions.
- Prepare letters to residents who are in violation of Town Ordinances.
- Work with board, mayor and possibly a lawyer for Resolutions/Ordinances.
- Study for various required CIRSA safety videos, pass safety tests
- Keep up on Colorado Municipal League "Clerkslist" emails.
- Participate in various Colorado Municipal League training sessions for municipal clerks (i.e. election training)
- Prepare and conduct municipal elections.
- Keeper of the town records according to State of Colorado record retention.
- Correspondence with all contacts as needed.
- Take care of any problems, projects, correspondence, face-to-face interactions that may arise.
- Work with engineers, contractors, CDPHE, USDA, and DOLA for water, waste water, and street projects.
- Cleaning the Town Hall.
- Grant writing is a plus.
- Notary Public is a plus.
- Other duties as required by board and state.