JOBS THAT THE TOWN CLERK HAS ASSUMED THAT AREN’T SPECIFIC TO THAT TITLE

1. Liaison with Planning Board. Give out applications, take in applications & money. Send copies to all Planning Board members. (and Town Board) File applications with the County and State when required. Keep track of Planning Board members training hours.
2. Unofficial Personnel Officer. Give new people their required paperwork and file with civil service when required. Forward copies to Bookkeeper. (Trying to keep up with all civil service required filings). Help employees with medical insurance and disability insurance. Serving as Contact/Security administrator with NYS Retirement System. Additional paperwork that is required by NYS Retirement system for those not punching a timeclock.
3. Election Duties. Receiving election equipment day before, moving equipment to large room for voting day, locking up equipment after voting, giving the equipment back day after election. Book large room for elections.
4. Agenda- draft meeting agendas and post on website. Also posting meeting documents as now required by NYS law.
5. Organizational meeting—prepare draft documents, meeting notice, copies to Board.
6. Monthly bills. The town clerk has been preparing most of the general fund bills. The Highway Supt. does the highway bills.
7. Give out forms, such as setback variance, driveway permits, building checklist. Give copies of building checklists to assessor. Work with Otsego County Code office in regards to Building Checklists. Signing off on the Building Checklist when all items are complied with.
8. Genealogy requests. Look up information for people. Also, our Town Historian does a lot of this work for us.
9. Make up annual bill to Fire Department for fuel usage and building rent.
10. Keep track of budget accounts and let Board know when there is a shortage and a transfer is needed.
11. Get fuel bid specs ready and mail out, post on website, newspaper notice.
12. Website posting duties.