

Rochester Township Clerk/Treasurer

Job Description

Qualifications:

The minimum educational requirement is a high school diploma, but an associates, bachelors or higher degree is preferred. In addition, at least three years of experience as an administrative assistant or office assistant is required.

Responsibilities:

The Rochester Township Clerk/Treasurer is an appointed position with responsibilities outlined by Minnesota statutes.

In the role of Township Clerk, duties include:

1. To act as clerk of the Town Board of Supervisors and keep in the clerk's office a true record of all its proceedings.
2. Unless otherwise provided by law, to have custody of the records, books and papers of the town and to file and safely keep all papers required by law in the clerk's office.
3. To record minutes of the proceedings of every town meeting in the book of town records and to enter in them at length every order or direction and all rules and regulations made by the town meeting.
4. To file and preserve all accounts audited by the Town Board or allowed at a town meeting and enter a statement of them in the book of records.
5. To record every request for a special vote or special town meeting and properly post the requisite notices of them.
6. To post, as required by law, fair copies of all bylaws made by the town and make a signed entry in the town records, of the time when and the places where they were posted and record in full all ordinances passed by the Town Board in an ordinance book.
7. To furnish to the annual meeting of the Town Board of Audit every statement from the county treasurer of money paid to the town treasurer, and all other information about the fiscal affairs of the town in the clerk's possession, and all accounts, claims and demands against the town filed with the clerk.
8. To perform any other duties required by law.

In the role of Township Treasurer, the primary duties include:

1. To receive and take charge of all money belonging to the town, or which is required to be paid into its treasury, and to pay it out only upon the lawful order of the town or its officers.
2. To preserve all books, papers, and property pertaining to or filed in the treasurer's office.
3. To keep a true account of all money received as treasurer and the manner in which it is disbursed in a book provided for that purpose, and provide the account, with treasurer's vouchers, to the Town Board of Audit at its annual meeting for adjustment.
4. To deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor.
5. To keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words, "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

6. To draw from the county treasurer, from time to time, money received by the county treasurer for the town, and receipt for it.
7. To make and file with the Town Clerk, within five days preceding the annual town meeting, a statement in writing of the money received from the county treasurer and all other sources and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount to each that was made, and the unexpended balance on hand.
8. To perform any other duties required by law.

These lists detailing the mandated roles of Township Clerk and Treasurer are only partial, and additional duties include the clerk/treasurer's role in supervising the work of the Assistant Clerk/Treasurer, interacting with the public in relationship to Rochester Township business, maintaining the Rochester Township webpage, helping to organize and conduct elections in the Township with many associated procedural requirements, maintaining a calendar of events and meetings associated with Rochester Township and other duties as assigned by the Town Board,

Town Hall Rental Management shall include coordinating the rental of the Town Hall with the residents, maintaining all policies and procedures related to the rental of the Town Hall, evening and weekend availability for calls from and support to rental parties.

In addition to the above, the clerk/treasurer shall work in conjunction with the Cascade Township Clerk/Treasurer to provide coverage of the prescribed duties for the Joint Powers Board Clerk/Treasurer. A division of duties shall result in a shared position, provide for risk management within the shared office of Joint Powers Board Clerk/Treasurer, and therefore shared financial compensation from each individual township according to the salary approved by the Joint Powers Board.

Work Conditions and Terms:

The Township Clerk/Treasurer can reside inside or outside Rochester Township. The Township Clerk/Treasurer is an appointed position of the Rochester Township Board that is non-exempt under the Fair Labor Standards Act. The Township Clerk/Treasurer will report directly to the Chair of the Township Board of Supervisors. Average hours for this position will vary each week but will likely average ~ 10-15 hours per week and includes mandatory attendance at monthly Town Board Meetings. The Chair of the Township Board must approve an average workweek exceeding 15 hours and will sign the time sheet for the Township Clerk/Treasurer prior to or at the board meeting as a function of oversight and internal control. The pay rate will be reviewed annually, with a market analysis conducted every five years.