

Village Clerk/Treasurer

The Clerk shall be responsible for all bookkeeping activities for the Village of Herman. The clerk shall ensure that financial records are properly maintained. The clerk shall perform all necessary duties to insure that the interests of the Village are promoted.

Duties – Examples of work

The clerk shall maintain payroll records; pay claims approved by the Village Board; deposit all funds into the proper accounts; invest municipal funds; attend Board meetings and record the minutes; file required state and federal reports; accept bids from suppliers; issue building permits; issue tobacco permits; license pets; administer all applications made to the Nebraska Liquor Commission; administer all applications made to the Department of Motor Vehicles for handicapped parking permits; administer grants; compose correspondence; maintain ordinances and resolutions; maintain all Village records; submit items for publication; create and maintain monthly and annual budget reports; prepare agendas for all meetings; distribute all pertinent information to Village Board members and/or employees. Maintain all cemetery records; sell cemetery lots; assist maintenance personnel in marking the graves. The Village Clerk is the appointed Zoning Administrator; oversee the Planning Commission, Board of Adjustments and District of Herman Cemetery meetings; publicize all meetings; attend all meetings and enforce all adopted policies and procedures. The clerk shall perform other duties as assigned by the Village Board.

Qualifications

The clerk shall have a high school education or equivalent, and at least one year of bookkeeping experience. Experience in municipal government is preferred. Continuing education is important. Have knowledge of federal and state laws that affect the operation of a municipal government.

VILLAGE OF HERMAN, NEBRASKA

EMPLOYMENT APPLICATION FOR VILLAGE CLERK/TREASURER

Date of Application: _____

Position You are Applying For: _____

Last Name: _____ First: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Social Security Number: _____

Date available for work _____

EDUCATION:

Have you graduated from high school or received a GED: Yes: _____ No _____

SKILLS & QUALIFICATIONS:

Types of computers, software and other equipment you are experienced in operating:

EXPERIENCE/WORK RECORD:

IN ORDER TO VERIFY THAT YOU MEET THE QUALIFICATIONS; THIS SECTION MUST BE FILLED OUT COMPLETELY. List the positions that you have held, starting with your current or most recent. Be sure all your experience or employers related to this job are listed.

Company Name or Employer: _____ **Supervisor:** _____

Position Title/duties, Skills: _____

Start Date: _____ **End Date** _____ **Ending Salary:** _____

Company Name or Employer: _____ **Supervisor:** _____

Position Title/duties, Skills: _____

Start Date: _____ End Date _____ Ending Salary: _____

Company Name or Employer: _____ **Supervisor:** _____

Position Title/duties, Skills: _____

Start Date: _____ End Date _____ Ending Salary: _____

REFERENCES:

List two personal references who are not relatives or former supervisors:

Name	Address	Telephone	Occupation	Years Known
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Name	Address	Telephone	Occupation	Years Known
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Are you legally eligible to work in the United States? ____Yes ____No

Provide copy of a valid Nebraska Driver's License? ____Yes ____No

Have you ever been convicted of any violation other than a minor traffic violation? ____Yes ____No

If yes, give details, including dates, charges and disposition. Consideration is given to the offense and its relationship to the position for which you are applying: _____

I hereby authorize the investigation of my past and present work, character, education, military and police records as well as fingerprint, credit, and criminal checks to ascertain any and all information, which may be pertinent to my employment qualifications. I authorize all past and present employers, educational institutions, references, law enforcement agencies and any other relevant parties to release information, and, thereby, release them from all liability for providing and using such information.

I understand that falsifying information in this application will be sufficient reason for rejecting my application or terminating my employment. I herewith authorize and request every former employer, person, firm or corporation to answer any questions that may be asked and hold such persons harmless for giving any information within their knowledge or records.

If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, have a drug test and/or physical examination. I understand and agree to the information shown above.

Signature of Applicant: _____ **Date:** _____