

The clerk serves as the village's records management officer.

Minutes. The clerk serves as the clerk of the board of trustees. The clerk is responsible for ensuring that the minutes of board meetings are correctly prepared in a timely fashion.

Local Legislation. The clerk is responsible for maintaining a record of all village resolutions and local laws.

Order to Pay Claims. The clerk must prepare, sign and transmit to the treasurer on order directing the payment of all claims which the board of trustees has ordered paid. The order to pay all claims must contain an abstract of all the claims that the board has audited.

Transmitting Funds. The clerk picks up the daily mail, and transmits all village money received to the village treasurer including tax payments, water and sewer rent.

Oath of Office The clerk may administer the oath of office to village officers.

Filing, publishing, and posting notices relating to resolutions, local laws, public hearings, and meetings

Rules and procedures for elections are enforced by the village clerk.