

County Clerk job description

The Kansas County Clerk and Election Official has many duties. Though it would be impossible to list every job that every county clerk/election official does, a snapshot is available below. The County Clerk's duties are listed nearly 1,000 times in Kansas Statutes.

Clerical

- Clerk to the Board of County Commissioners
- Records and maintains official minutes of meetings
- Maintains all contracts with the County
- Maintains the County Seal(s)
- Attests the signatures of the County Commissioners on documents
- Assists with vacation of County roads (K.S.A. 68-102a)

Budgeting

- Responsible for office budget(s)
- Certifies that cash and budget are available to cover claims
- Reviews and approves all claims for payment and issues 1099s
- Keeps all financial reports of the County and other entities
- Assists smaller taxing entities with budget preparation annually

Taxation

- Calculates July and November abstracts of valuation and taxation
- Compiles and reports annual bonded indebtedness of the County
- Prepares the tax roll in preparation of printing tax statements
- Sets and certifies levies annually
- Maintains special assessments to the tax roll
- Processes abatements/additions and escapes to the tax roll
- Assessment of sewer costs and placement on tax roll (K.S.A. 12-618)
- Motor Vehicle Abstract Certification annually

Payroll/Human

- Administers Payroll for all County employees
- Maintains the benefits package for all County Employees
- Reports and pays all employment taxes and insurance premiums
- Issues W-2s for County employees

Voter Registration/Election (Chapter 25 of Kansas Statutes)

- 101 of 105 County Clerks are also the County Election Officer (Johnson, Sedgwick, Shawnee and Wyandotte have appointed County Election Officer in addition to a County Clerk)
- Maintains accurate Voter Registration Rolls
- Collects filing fees for local candidates
- Verifies signatures on petitions for candidates, question initiatives and recalls
- Recruits, appoints and trains board workers for all elections
- Is responsible for all aspects of election: ballots, polling sites and equipment in accordance with federal, state and local laws and regulations
- Maintains records of elections in official abstract

Miscellaneous

- Sells licenses for the Kansas Department of Wildlife & Parks & Tourism
- Sells moving permits, cereal malt beverage licenses and firework permits
- Maintains fixed asset inventory for the County
- Assists taxpayers annually with Homestead and Food Sales Tax refunds
- Freedom of Information Officer for the County (Set by Resolution 2000-9)
- Maintains all legal publications for County
- Maintains all claims against the County
- Maintains a map of all taxing units in the County and submits it annually to PVD, Appraiser and State Assessed Utilities
- Provides “check and balance” to motor vehicle, general ledger and real and personal property from other offices by maintaining a separate set of records
- Administers County policies as set by the County Commission
- Handles bids/quotations

- Notary Public for State of Kansas to conduct notarizations
- Administers Oaths of Office and Swears-in Sheriff's Deputies
- Charter Resolutions filed with Secretary of State (K.S.A. 19-101b,c)
- Inter-local Agreements filed with ROD, SOS after approved from KS AG (K.S.A. 12-2905-2905)
- Private burial grounds-files suit against those who damage monuments and fencing at private burial grounds not otherwise provided for by will or deed (K.S.A. 17-1305)
- If Sheriff and Undersheriff are no longer able to conduct duties of the office, County Clerk becomes acting Sheriff (K.S.A. 19-804a)
- If Sheriff or Undersheriff cannot prevent a lynching, then the County Clerk assumes the duties of Sheriff (K.S.A. 19-825)
- Vacation Restricted Access (K.S.A. 58-2613)
- Administers Accounts Payable for the County