

# Secretary / Treasurer

## Duties & Responsibilities

ability	Knowledge of the principles of Governmental Accounting and Budgeting, as well as public finance and economics.
ability	Knowledge of the advanced principles and practices of public administration and management.
ability	Ability to interpret and analyze technical and statistical information and prepare oral and written reports or presentations.
ability	Ability to establish and maintain effective working relationships with other departments, commissioned boards, State, Parish, City, and any organization that is associated with the Police Jury.
ability	Ability to publicly speak for the Police Jury and also serve as Public Relations spokesperson for the Police Jury. Ability to express ideas clearly and concisely orally, in writing, to groups, and individuals.
ability	Thorough knowledge of modern office practices, procedures, and equipment, and standard clerical techniques as applied to the maintenance of the accounting system.
boards	Manages all parish board appointments with assistance from Payroll Clerk
budget	Responsible for creation and managing Cooperative Endeavor Agreements and bonding agreements for budget appropriation
budget	Prepares notices for budget publications pertaining to the yearly budgets for all funds and quarterly amendments with the assistance of the Bookkeeper
budget	Oversee requests from CPA during annual audit or subsequent audits, with assistance from all staff
fin	Reviews reconciliation of all bank statements and prepares financial reports for the Jury with the assistant of the Administrative Assistant and Bookkeeper

grant	Maintains files on Louisiana Community Development Block Grant projects, including processing invoices for approval and payment; upon approval for payment and receipt of funds from the State, responsible for issuance of checks for payment of said invoices. Assist grant administrator in the publishing of grant related notices and in the adoption by the police jury of all relevant grant policies and resolutions
grant	Maintains files on Louisiana Government Assistance Program and Community Water Enrichment Fund projects, including processing invoices for approval and payment; upon approval for payment and receipt of funds from the State, responsible for issuance of checks for payment of said invoices. Responsible for publishing of grant related notices and in the adoption by the police jury of all relevant grant policies and resolutions
grant	Responsible for preparing and submitting all Capital Outlay Project applications
grants	Maintains all grant applications and SEFA, as required. (LGAP, CWEP, FEMA, LCDBG, etc.) The Treasurer is responsible for overseeing that the distributions and receivables are accurately processed and supporting documentation and retention is properly maintained with the assistance of the Bookkeeper
lrpic	Serves as the authority with LRPIC to review, execute, and implement property, casualty, liability, and worker's compensation insurance.
lrpic	Responsible for submission of annual reporting for all LRPIC policies with the assistance from staff.
meet	Assists Parish President in conducting official meetings of the police jury; responsible for reading agenda aloud during meetings to ensure proper and efficient progress.
meet	Oversees annual liquor license renewals and new applications for liquor or occupational licenses, file copies are maintained by the Administrative Assistant.
meet	Responsible for executing or overseeing requests by Jurors as a result of Jury meetings (Ordinance Violations, requests for information, etc.)

meet	The person responsible for preparing and recording the official proceedings or minutes of the Police Jury, maintaining the body's official records and taking care of its correspondence is the Police Jury Secretary. The secretary is also responsible for furnishing copies of all minutes, resolutions, budgets, proceedings and notices to the official journal for publications.
meet	Causes agendas for public and committee meetings to be published as required by State law and sent out to all Jury members, Newspaper, DA, Barn, and other various agencies; posted in advance on Parish website; with assistance from Administrative Assistant.
meet	Records and transcribes Police Jury meeting minutes and distributes to various agencies; responsible for all official proceedings and records of the Police Jury with the assistance of the Administrative Assistant.
meet	Maintains official Police Jury meeting minute books and indexes with the assistance of the Administrative Assistant.
meet	Written minutes must be kept of all open meetings conducted by public bodies to record the date, time, and place, the attendance of members, the substance of matters decided, other information requested by the jury, and at the request of any member, any votes taken by individual member. The minutes are public records and must be made available within a reasonable time after the meeting.
millage	Responsible for yearly Board of Millage/Property Tax Review (receiving appeals, preparing responses).
office	Responsible for submission of Records Retention Schedules to the Louisiana Secretary of State.
office	On call 24-hours a day for any needs from the Police Jurors and Parish Attorney (Personal phone used for all work calls)
ords	Responsible for the preparation, execution, and retention of all parish ordinances and resolutions; including on parish website and the official minute books with the assistance of the Administrative Assistant.
PJ	General knowledge of State laws which pertain to the operation of Parish government.

pj	Posts legal ads in the local newspaper pertaining to Police Jury business
pj	Arranges, participates in, handles registrations, makes hotel reservations, and implements, as directed, conferences and other meetings for staff and Jurors
pj	Maintains all records, including personnel data. Establish and maintain such records forms and procedures as may be necessary to control personnel transactions; Thorough knowledge of all federal and state reports which deal with payroll and retirement with the assistance of the Payroll Clerk
pj	Performs all administrative duties of directing the central Parish office. Supervises office and custodial staff.
pj	Handles major payroll issues: Reviews the execution and submission of FMLA, Worker's comp claims, etc.
pj	Maintain compliancy with LLA procedures
pj	Prepare personnel rules and revisions for consideration by the Personnel Committee and the Concordia Parish Police Jury; Establish procedures for implementing the adopted personnel policies and parish procedures. Creates, edits, and maintains all policies and procedures with the assistance of the Parish staff.
pj	Interpret and enforce rules adopted by the Police Jury.
pj	Zoning
pj	Adjudicated Property
pr	Provides response and collects all records for public records requests
pr	Reviews correspondence and responds to written inquiries arising from matters discussed in Police Jury and other meetings.
vote	Responsible for the scheduling of public hearings, creation/adoption of ordinances, etc., as needed in the event of relocation of a precinct polling place

vote	Responsible for finding new polling locations when necessary and renewing agreements with existing locations with the assistance of the Administrative Assistant.
vote	Responsible for redistricting and reapportionment (scheduling meetings, creating ordinances/resolutions, assists with creation of new precinct legal descriptions with assistance from GIS and Registrar of Voter)
vote	Sets special elections for Constables, Justices of the Peace, and parish millage tax renewals through state coordination