

## **The County Clerk is responsible for a wide range of duties as specified by Kansas State Statutes:**

Serves as Secretary to the Board of County Commissioners; attends Commissioner meetings; prepares and posts agendas and keeps meeting minutes; maintains proceedings of Commissioners' meeting, including all contracts and agreements entered into by the County.

- Receives and compiles all budgets submitted by County entities, the cities, the school districts, and the hospital districts; presents budget to County Commissioners for consideration and revisions;
- Compiles, calculates and prepares tax levies;
- Prepares real estate, personal property and state assessed tax roll and certifies to County Treasurer on or before November 1;
- Prepares the County's Annual Financial Report and Quarterly Financial Reports;
- Accumulates and files a bond indebtedness report for all taxing entities in the county;
- Carries out all elections and certifies to the Secretary of State; maintains voter database; accepts filings for public office; keeps financial statements of expenses for county, city, school district candidates;
- Provides Accounts Payable and Payroll functions for all County departments; receives all claims filed against the County;
- Administers the County employee benefits program, including health insurance and retirement plans;
- Maintains personnel records, job descriptions and the County Policy Manual;
- Retrieves and balances Motor Vehicle Tax then interfaces distributions to County Treasurer;
- Serves as the County Freedom of Information Officer;
- Maintains inventories;
- Provides assistance to county residents in preparing [Homestead Property Tax Refund Applications](#) for the Kansas Department of Revenue;
- Issues Cereal Malt Beverage Licenses to establishments outside city limits;

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## **Directions**

913 Highland

Mailing Address: PO Box 886

Ashland, KS 67831

United States

[View in Google Maps](#)

**37.187049674987, -99.76746586658**