

Primary duties of the office as required by law. The County Clerk, an elected position, plays a unique roll in County Government in that the Kansas Constitution and Statutes of Law place a great amount of legal responsibility in the position. The office is segmented into different areas:

1. Office of Record for the Board of County Commissioners

Acts as secretary to the Board of County Commissioners (BOCC), either in person or by deputy; keeps the seal, records the papers of the board, signs the records of proceedings and attests the same with the seal of the county and is the repository for all Board records.

2. County Election Officer

As Election Officer the County Clerk is responsible for all local elections and voter registration.

3. Tax Administration

The County Clerk must finalize the assessed values on all real estate and personal property in the county. After the tax levies are set in October, special assessments are applied, the County Clerk prepares the tax roll and tax statements. The Appraiser and Treasurer offices' are informed of all new taxing districts established.

4. Financial Administration

The County Clerk, by law, shall observe all claims against the County, certify that cash and budget are available to cover all claims, and charge the County Treasurer with those claim payments. The Clerk shall have a good working knowledge of all County department budgets and expenditures in order to present the claims to the County Commissioners. The Clerk, for audit purposes, must keep a clear audit trail for the accounting of all receipts and disbursements. All account payables are processed weekly for payment. The Clerk gathers information for the annual independent audit by a CPA hired by the County Commissioners.

5. Public Information Officer

As the "Freedom of Information Officer," the County Clerk must:

- Prepare and provide educational materials and information concerning the "Open Records Act."
- Be available to assist any public agency and members of the general public to resolve disputes relating to the "Open Records Act."
- Respond to inquires relating to the "Open Records Act."

6. Miscellaneous Duties

- Issue Cereal/Malt Beverage License
- [Issue Fishing and Hunting Licenses/permits](#)
- Assist citizens with Homestead & Food Sales Claims
- Administers oaths of office
- Cities and Schools Statement of Indebtedness
- File Township Annual Reports. [Report Forms available here.](#)

Charge for copies of documents is \$1.00 per page.

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[Ashley Rogers](#)

County Clerk/Election Officer

[Email](#)

[Amanda Thomas](#)

Deputy County Clerk

[Darrel Peterson](#)

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