

**DUTIES OF THE COMPANY CLERK
BAKER COMPANY 104TH INFANTRY REGIMENT
26TH “YANKEE” INFANTRY DIVISION**

The Company Clerk plays an important part in the operation of the unit. He is responsible for keeping the records of personnel and of activities during an event as well as for the Re-enacting Year.

DUTIES:

1. Keep records of all B Co. Personnel.
2. Keeps records of all B Co. activities.
3. Keep a roster of all B Co. Personnel.
4. Have all B Co. Personnel sign in at every event.
5. Have on-hand all pertinent forms I.E. Membership Forms, Sign-In Roster, Ect...
6. Prepare all information for the Baker Company Bulletin; Have the Bulletin approved by the 1st Sgt, XO and CO.
7. Assist and be assisted by all HQ personnel, when prudent.
8. Collateral duties when needed (*for 1st Sgt, XO or CO*)
9. Make changes to the website upon request of the Unit Commander.

REQUIREMENTS:

1. Must attend all “*Unit required*” events.
2. Must have experience or know how to drive a standard shift automobile.
3. Must have good communication with the Officer Staff and NCO's.
4. Must have writing utensil & Paper.
5. Must accept the promotion to or reduction to rank of Corporal (*Jr. NCO*)
6. Must be billeted in the Company HQ Tent (*when available*).
7. Required to be the C.O.'s Jeep Driver.

The Company Clerks works directly for the Unit Commander, Company Commander. He handles all correspondence for the C.O. & the Unit. Reminds troops of dues and other needed information and is the direct representative of the B Co. Commander. This is a crucial unit position. The Company clerk serves for the duration of the Company Commanders time in office.