

## **Town Clerk Position**

### **Town of Kinnickinnic**

The Town of Kinnickinnic, River Falls, Wisconsin (population 1,844) is seeking a qualified individual for a part time town clerk position. Responsibilities include, but are not limited to: Keep posted office hours; maintain town records; administer elections; attend town board and plan commission meetings and document their proceedings; perform administrative functions in accordance with state statutes and municipal ordinances; pay all town bills; prepare and file all required county, state, and federal forms; keep town financial accounts books in support with town treasurer; and publish and post all notices, resolutions, and ordinances as requested by state statutes. The position averages approximately 60-80 hours per month, depending on work load.

Candidates must possess a high level of integrity; the ability to self-direct; problem solving, verbal and written communication skills; and an excellent commitment to public service. Computer and software familiarity, including proficiency in Microsoft Office, is required. Attendance of relevant county, state, and federal training classes, online and in person, is expected as continued education on town clerk's duties. The new town clerk will be introduced to the duties of a municipal clerk during a transition period.

At a minimum, candidates must possess a high school or equivalent; have a valid driver's license; be a notary public or acquire within six months of hire. Experience with municipal government and Wisconsin Municipal Clerk Certification are preferred.

Membership in the Wisconsin Municipal Clerks Association and attendance of relevant meetings to keep current on issues and with the practice of a municipal clerk is supported by the town board.

If you are interested, please send your resume to: Town of Kinnickinnic, Attn: Town Chair; 1271 County Road J, River Falls, WI 54022 or email to [chair@kinniwi.gov](mailto:chair@kinniwi.gov).

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