



<b>POSITION OVERVIEW</b>	
Job Title	Deputy Town Clerk/Town Clerk
Department	Administration
Employment Status	X Part-time
FLSA Status	X Exempt
<b>SCOPE OF POSITION</b>	
<p>This position is appointed and serves to provide oversight of the Town's operations under the direction of the Town Board. The very responsible technical work of this position involves performing various functions of the office of municipal clerk, as defined by State Statute and Municipal Code. The work involves issuing licenses and permits; conducting elections; serving as Recording Clerk for the Board of Review; attending Town Board meetings, preparing agendas and taking minutes; developing and maintaining policies and procedures. Attending Trainings, Webinars, ZOOM meetings and other related sessions.</p>	
<b>SUPERVISION</b>	
Received	Performs under the direction and general supervision of the Town Board, subject to their directives, and the requirements of State Statutes, Town Ordinances, and standards of Municipal Governments.
Exercised	Oversee the work of the Deputy Clerk. Provides policy direction to departments and supervisory staff accordingly. Handles Fire & EMS reporting, Building Inspector, Custodial duties and Road Maintenance and other duties if necessary.
<b>ESSENTIAL FUNCTIONS</b>	
<p><i>The following are the <u>general responsibilities</u> of the Deputy Clerk-Clerk position.</i></p> <p>Under the direction of the Administrative Clerk, implement the directives of the Town Board and promptly report any difficulties encountered in implementation to the Town Chairman.</p> <ul style="list-style-type: none"> <li>• Assist in the operation of Town government, including monitoring all Wisconsin Statutes, Town ordinances, resolutions and minutes of the Town Board and other areas deemed necessary.</li> <li>• Execute necessary administrative procedures established by the Town Board to increase the effectiveness and efficacy of Town government that are not inconsistent with the Town plan or Board directives, by policy or by ordinance or resolution of the Town Board as deemed appropriate.</li> <li>• Assist the Town Board in establishing and administering long-range Town goals and objectives.</li> <li>• Keep informed concerning current federal, state, and county legislation and administrative rules affecting the Town and collaborate with the Town Chairman to evaluate the effects and submit recommendations thereon to the Town Board.</li> <li>• Keep informed concerning the availability of Federal, State and County grants, matching funds and other local programs, and communicating such availability to the Town Board and assist in securing such funds. Efficient monitoring and updating the Town Website.</li> </ul>	

- Assist the Town Chairman in representing the Town as to matters of legislative intergovernmental affairs as directed by the Board.
- Support the Town Chairman in efforts to inform news media of the operations of the Town and to comply with all open meeting law and public records law rules and regulations.
- Aid and facilitate procedures established by Town Board for communications between citizens and Town government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible officials or officer and that such matters are resolved as expeditiously as possible; and Promote the economic well-being and growth of the Town through public and private sector cooperation.

*The following are the Town Board responsibilities of the Clerk position:*

- Attend meetings of the Town Board and inform the Board about any activities, as well as concerns which they should be made aware of;
- Assist in preparing agendas, minutes, and supporting materials for Board meetings, as well as the other authorities, boards, commissions, and committees etc.

*The following are the personnel responsibilities of the Clerk:*

- Serve as officer with responsibilities to ensure that complete, current personnel records, including specific job descriptions, are kept for all Town officers and employees
- Work closely with board members to promptly resolve personnel problems or grievances.
- Assist the Town Board with hiring, appointments, promotions, and discipline according to policy; if needed or relate to the Board.
- In consultation with employees to ensure and receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, and by attending conferences, training, etc., provided that funds are budgeted and available for these activities.

*The following are additional responsibilities;*

Assist the Town Board in preparing the Annual Town Budget

Report on the financial needs with the treasurer, to the Town Board

Provide written receipts for all monies being deposited

Assist in invoice preparation

Provide customer assistance with telephone calls, or in person.

Perform duties set forth in Chapter 61.25 Statutes and the

Code of Ordinances

Serve as recorder for the Board of Review.

Prepare legal and public hearing notices for publication, archiving, recording, and/or as is required within State Statutes and Town Code of Ordinances.

Provide efficient customer service, promote and maintain responsive community relations.

Follow safe work practices and monitor areas to also comply

Implement additions and maintain Town Website

Performs related duties assigned, that overlap the duties of other individual areas at times.

**KNOWLEDGE, ABILITY, AND SKILL**

In addition to other requirements, the individual should also have the following knowledge, abilities, and skills.

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations or willingness to learn.</li> <li>• Assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations, etc.</li> <li>• Current office methods, practices, and procedures.</li> <li>• Commonly used data processing applications and the design and function of web sites</li> <li>• Records management practices</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Take and prepare accurate and detailed minutes of meetings.</li> <li>• Establish and maintain effective working relationships with the Town Board, fellow employees, Federal, State, County, other municipalities, governmental agencies, and the public.</li> <li>• Maintain confidentiality of payroll, personnel, and labor relations information.</li> <li>• Serve as a Notary Public.</li> <li>• Motivating employees to work toward common goals beneficial to the Town.</li> <li>• Perform the statutory duties of the clerk's office</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communication</li> <li>• Ability to strategically think and solve problems.</li> <li>• Ability to remember items to a later opportunity to record.</li> <li>• Public relations.</li> <li>• Awareness of deadlines etc. and to complete prior.</li> </ul>

**REQUIREMENTS OF POSITION**

Experience in governmental affairs, business or office duties, dealing with public , or related field.

Minimum of 1 years' experience of above duties

Previous training and/or experience helpful. Ongoing new and refresher training courses necessary

**NECESSARY SPECIAL REQUIREMENTS**

Possess a valid Wisconsin driver's license **and** be a Certified Municipal Clerk **or** have completed the Wisconsin Municipal Clerk Institute and Wisconsin Completion Course **or** be able to complete and obtain certification of Institute courses available, within a 2-year period.

*Any combination of education and experience which is the sole discretion of the Town Board that would demonstrate the individual's ability to meet the required knowledge, skills, and abilities for the position, may also be considered.*

**Work Environment and Working Conditions**

*Work is in a normal office setting. Minimal regular hours and at times beyond the standard required; attendance at evening meetings required, along with various daytime training courses and informative sessions held in-house or elsewhere.*

**Notes:**

\* **The** above statements are intended to describe the general nature and level of work being performed by the individual appointed to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

\* **This** job description *does not* constitute an agreement between the Town and individual and is subject to change by the Town Board or as deemed necessary due to the needs and functions of the Town, requirements, governmental changes, or responsibilities of the position change.

\* **The** Town is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

***A signature below by the individual indicates understanding of requirements, essential functions, and duties of the position applied for;***

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Emai:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_