

# **Town Of New Glarus**

## **CLERK TREASURER JOB DESCRIPTION**

TITLE: Clerk Treasurer

### General Summary

The duties of this position are performed in accordance with the laws and statutes of the State of Wisconsin and the policies of the Town of New Glarus. The Town Clerk duties involve the overall administration and operation of elections, issuing municipal licenses and oaths, maintaining official Town records, providing general administrative and support services to the Town Board and the Electors of the Town of New Glarus.

### Reporting Relationships:

Appointed by the Town Board, subject to confirmation by a majority vote of the members, elected, of the Township Board. The Clerk so selected shall hold office for an indefinite term, subject to termination as is provided for in the statutes of the State of Wisconsin and the policies of the Town of New Glarus.

Under the administrative direction of the Town Board, he/she is expected to exercise considerable initiative and sound judgment performing work of considerable difficulty involving elections, licensing, records depository, customer service, mail processing, and routine clerical duties.

### Specific Accountabilities

1. Attend all Town Board and Town Committee meetings in the capacity of Secretary.
2. Act as receptionist, answer telephones, and receive visitors.
3. Process daily mail.
4. Refer boardaction or requests for information to standing committees and boards.
5. Schedule public hearings, including notification of interested or covered parties.
6. Prepare, print, distribute and publish the Town Board records of proceedings.
7. Assist the Town Assessor in maintaining property assessment records.
8. Act as secretary to the Board of Review including accepting protest forms, scheduling hearing dates and times, swearing in of witnesses and keeping minutes of all hearings and decisions.
9. Petition applications, preparation of plan commission packets, attend plan commission meetings, prepare minutes for plan commission and Board of Appeals meetings.
10. Keep record of all deeds, easements, agreements, etc.
11. Process candidate registration, declaration, filing of nomination papers, reviews, examines, and certifies sufficiency, validity and proper form of nomination papers and provides advice on election laws.
12. Maintain all election records and all property used in conjunction with holding of election.
13. Supervises the purchase and maintenance of election equipment and supplies and creates ballot setup for printing and instructs election officials in their duties in the administration of elections.
14. Supervise and monitor the conduct of all elections and certifies election results.
15. Administer oaths and affirmations.
16. Process and issue licenses.
17. Assist in the preparation and collection of the Town tax roll and the related individual property tax bills including special assessmentsand any other charges of service.
18. Respond to inquiries and complaints from the public.
19. Cross-train with deputy clerk treasurer to assist with payroll process, payables, and receivables.

20. Assist in the implementation of new technologies to improve efficiency.

Required Knowledge, Skills, and Abilities

Qualifications: Associate's degree in business administration, Public Administration, or a related field. Minimum of three years of local government administration experience as a clerk, treasurer, or related field preferred; or any combination of education and experience that provides the necessary knowledge, skills, and abilities.

- Knowledge of State Statutes, City ordinances, regulations and other legal provisions related to the organization and function of municipal government and the office of Clerk.
- Knowledge of basic accounting principles
- Knowledge of the theory and practice of office administration.
- Knowledge of computer hardware/software for office and financial administration.
- Ability to establish and maintain effective working relationships with Town officials, and the general public.
- Knowledge of election procedures.
- Knowledge of Board of Review procedures.

\*\*Must be bondable.