Town Clerk Position Details and Job Duties/Responsibilities

Position: Part-time
Term: Appointed, typically, two-years; (can be one-three years)
Rate of Pay: Determined by the Town Board and based upon experience and skill
Benefits: None
Education: High School Diploma with preferred municipal experience

The following list includes, but is not limited to all, the job duties/responsibilities for Town Clerk:

- Attend and serve as Clerk of all Town meetings, Town Board meetings and Board of Review
- Be familiar with the statutory duties of a Town Clerk, proper meeting laws and State Statutes
- Report to the Town Board (as an appointed clerk)
- Work well with the Treasurer, Zoning Administrator, Building Inspector, Town's official paper, Town Assessor, Town Attorney, Town Engineer, various County departments, school district, other committees, other neighboring municipalities, and the Town's financial institutions
- Work well with the public/residents and address any phone calls, emails and requests
- Be skilled in Windows 10, email, Microsoft Word, Excel, Power Point, Publisher, Adobe Acrobat Reader and .pdf creation, and able to copy and scan documents
- Website posting and maintenance
- Prepare, post/publish and maintain meeting notices, agendas, minutes, resolutions, and ordinances
- Prepare meeting materials for Board
- Records Management: custodian of records (paper and digital including email) and comply with any records requests
- Licensing: prepare annual licensing packets, record checks, and notices; prepare and issue licenses; maintain records
- Issue permits and record official CSMs
- Review assessment roll
- Prepare and post/publish Open Book and Board of Review Notices, and schedule hearings with residents
- Attend Board of Review and perform required Clerk duties
- Financial records: reconciliation of records and budget work and notices
- Maintain parcel records for yearly trash and recycling special charge
- Be able to work with the County's Ascent Program and mapping sites
- Tax bill preparation: enter all special assessments, charges and levies, prepare and file Statement of Tax, prepare tax bill mailing materials
- Elections:
    - Be available each election
    - Be formally trained and certified by the state to run an election
    - Maintain certification with the state through continuing education

    - Maintain computer security according to state requirements
    - Be formally trained and certified on the state's election software and security requirements
    - Attend all county trainings
    - Participate in state election trainings and webinars
    - Know how to operate and maintain election equipment, able to transport equipment for required maintenance
    - Administer oaths to and manage and train election inspectors and chief inspectors
    - Prepare election inspector schedule for each election
    - Prepare, post/publish and maintain all election notices and records
    - Process voter registrations and maintain records
    - Conduct absentee voting and must be available to respond to requests within 24 hours' notice, 7 days a week
    - Election setup: public testing, pollbook and paperwork preparation, voting booth and hall setup
    - After election: put voting booths away and undo hall setup, deliver election materials to County and School District, reconcile all election activity, enter election day registrations, complete reports, and maintain records
    - Issue certificates of election for municipal offices and administer oaths
- Reports: prepare, submit and maintain various reports:
    - Form CT (major annual financial report for the Town)
    - Town's Annual Report
    - Video Service Provider Report
    - Injury and Illness Reporting
    - Levy Limit
    - 2% Fire Dues
    - Personal Property Report
    - LOSA
    - Recycling Annual Report and Grant Application, and Responsible Unit requirements
    - Tax Exempt Mailings and Reporting
    - Housing Survey
- Administer oaths to Plan Commission and Board of Appeals members
- Maintain notices at official posting sites
- Prepare Town newsletter and assist with any other mailings
- Issue cemetery deeds and maintain records
- Census and redistricting mapping
- Attend Wisconsin Towns Association meetings and Wisconsin Municipal Clerks Association meetings (if a member)
- Be able to work unsupervised and provide own transportation to perform necessary travel
- Other administrative duties as directed by resolution, ordinance, or by the Town Board