



3482 Town Hall Rd, Kewaskum WI 53040 (262) 334-2750

Job Title	Deputy Clerk
Department	Town of Barton Clerk Office
Employment Status/Hours	Part Time – Thursdays 9am – 2:30pm (Extra hours as needed for election duties/meetings)

Position Summary:

The Deputy Clerk assists the Town Clerk in administering the statutory duties of the Clerk's office in accordance with Wisconsin State Statutes. The Deputy Clerk supports municipal operations including elections, recordkeeping, licensing, financial processes, and public services. The Deputy Clerk may perform the duties of the Clerk in their absence.

Essential Job Functions/Responsibilities (not limited to):

- Assist in maintaining official Town records, files, and documents in compliance with Wisconsin Public Records Laws.
- Assist with the administration of elections, including voter registration, absentee ballots, in-person absentee voting, and working on election day as needed.
- Assist Town Clerk with duties in supporting Town Board meetings, public hearings to assure that legal notice requirements are met and accurate records are kept, preparing meeting agendas, send out and posts agendas and addendum, transcribes minutes as requested.
- Serve as backup to the Town Clerk in their absence, including attending meetings and performing statutory duties when needed.
- Provide customer services to residents, including responding to inquiries and requests.
- Attend required training sessions and continuing education to maintain knowledge of Wisconsin Statutes, municipal procedures, and job-related



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responsibilities.

- Assist with mailings, correspondence, and general office communications.
- Performs related duties as assigned.

Knowledge, Skills, Education/Experience:

- Knowledge of or ability to learn Wisconsin municipal government procedures and statutes.
- Strong organizational and recordkeeping skills.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office and general office software.
- Strong attention to detail.
- Ability to multitask and meet deadlines in a public service environment.
- High school diploma or equivalent required.
- Prior municipal, clerical, and/or administrative experience preferred but not required.
- Experience with elections or government procedures a plus but not required.