



**City of Hillsboro, WI**  
**City Clerk/Deputy Treasurer/Utility Clerk**

**Department:** City Clerk's Office  
**Reports To:** City Administrator  
**FLSA Status:** Non-Exempt  
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**Approved:** Adam Sonntag

**Summary Description:**

The Municipal Clerk is a highly responsible position providing professional service to the City of Hillsboro and performing statutory duties established by Wisconsin Statutes Sec. 61.25 and 61.26 and City of Hillsboro Municipal Code.

This is a full time-time position which performs a variety of administrative duties in maintaining official records, issuing licenses, and conducting and overseeing all city, state, and federal elections. The Clerk is required to attend applicable meetings and is responsible for the maintenance of official records of proceedings and other official city records. The Clerk maintains sewer and water utility billing account information, processes monthly utility billings, prepares information for tax roll procedures for all delinquent accounts, and processes utility information for the PSC annual report.

**Appointment/Selection:**

Selection is based upon the recommendation of the City Administrator subject to the approval of the Finance and Personnel Committee and Common Council. Selection shall be based upon merit and qualification.

**Knowledge, Skills, and Abilities:**

- Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and public; Ability to communicate effectively verbally and in writing.
- Ability to work in Microsoft Office products such as: Word, Excel, and Outlook.
- Must be able to multitask, work with minimal supervision, plan and organize and detail oriented.

- Ability to effectively and tactfully handle difficult customers and stressful situations.
- Ability to maintain strict confidentiality with all information that employee comes in contact with.
- Knowledge of office equipment operation, including phone, computer, typewriter and copy/fax/postage machine.
- Exercise good professional judgment and integrity.

**Essential Functions:**

- Notary Public.
- Shall have care and custody of the Corporate Seal.
- Administers Oath of Office to newly elected and public officials.
- Sort and distribute incoming mail, including signing for any registered or certified parcels. Deliver outgoing mail to US Postal Service office at the end of each working day.
- Provides support for the City Council:
  - Prepare meeting agendas in the absence of the City Administrator or City Mayor.
  - Assist Administrator in preparing informational packets for distribution; and performing any follow-up correspondence.
  - Attendance at meetings, record minutes, and preparation of minutes using proper legislative terminology, recording, indexing and filing for public record.
  - Fax or mail various agendas to the media.
  - Maintain attendance records for Common Council and Committee meetings.
- Post and publish all legal/public hearing notices, bid and other advertisements and post all official notices of the City in accordance with Wisconsin State Statutes.
- Prepare and publish various notices as required by State Statutes or the City of Hillsboro.
- Maintains the Municipal Code of Ordinances and Resolutions and arranges for publication of adopted Ordinances.
- Perform City Treasurer duties in the absence of the Treasurer.
- Collects and reconciles City pool deposits daily. Delivers all other deposits to the City's official bank.
- Prepare various vouchers for payment.
- Acts as a liaison with the City Assessor.

- Prepares listing of tax exempt properties to the Wisconsin Department of Revenue.
- Plans, prepares and gathers documents and information for annual audit.
- Maintains a cooperative working relationship with other employees.
- Assists in preparing and coordinating City mailings.
- Assists in processing open records requests including copies, tapes or discs.
- Serves as custodian of official City records and public documents:
  - Performs certification and recording for the City as required on legal documents and other records requiring such certification.
  - Seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification.
- Coordinate Farmers Market:
  - Send out annual letters.
  - Organize meeting if needed.
  - Publish Farmers Market notices.
- Issue various Licenses and Permits:
  - Farmers market daily/seasonal permits.
  - Dog/Cat licenses.
  - Liquor/Operator's licenses.
  - Cigarette/Tobacco licenses.
- Record Keeping:
  - Maintain current records on all the dog and cat licenses issued by updating the vaccination records and recording new ones.
  - Maintain a list of all delinquent dog/cat owners and report to county.
  - Manage the Sidewalk program.
  - Keep a current listing of all sidewalks that have been repaired by recording owners of the property, mailing addresses, physical address of property, parcel numbers, and amount of repair.
  - Maintain the payment plans for owners with special assessments and roll accounts to the tax roll yearly.
  - Maintain license information on all liquor and cigarette/tobacco licenses.
  - Prepare renewal packets for liquor and cigarette/tobacco license.
  - Submit legal publication and perform all other requirements of Wisconsin law related to alcohol and cigarette licenses.
- Manage bad check collections.
- Maintain a list and issue letters in regards to lawn mowing, snow removal, weed control, etc. that are not in compliance with City Code.
- Complete Search Request forms from title companies and/or realtors concerning assessments and charges against City property.

- Maintain Special Assessment records for the City, including manual and computerized records:
  - This duty includes annual notification of assessments due.
  - Prepare the billing for special assessments.
  - Ready the assessments for inclusion in the tax roll.
  - Responsible for maintenance of other special charges that are to be included in the tax roll.
  
- Responsible for all preparation of the Real and Personal Property taxes:
  - Prepares and files Mill Rate Worksheet, Tax Increment Calculations, Department of Natural Resources-payment in lieu of taxes.
  - Collection of taxes, daily posting of payments, daily deposits.
  - Submit all tax reconciliation reports to county.
  - Submit to State, County, Hillsboro School District, and WWTC their proportionate share of property tax collections for January and February settlements.
  - Maintain a list of delinquent Personal Property taxes.
  
- Prepare numerous reports for County and State including but not limited to:
  - Statement of Assessment .
  - Tax Increment Certification .
  - Exemption from County Library Tax.
  - Statement of Taxes.
  - Taxation Exemption Summary Report, etc.
  
- Serves as Secretary to the Board of Review including:
  - Review of the assessment roll for errors and omissions.
  - Works with the Assessor to update assessment roll as necessary.
  - Prepares, publishes, and posts Open Book and Board of Revenue notices.
  - Records the minutes of the Board of Review session.
  - Prepares and delivers/mails (certified mail) final determination statements to objectors.
  - Oversees that members/clerk of the Board of Review attend the Department of Revenue BOR training program in accordance with Sec. 70.46(4) Wis. Statutes and files a training affidavit with the Dept. of Revenue.
  
- Administer Elections which includes:
  - Coordinating, supervising, and conducting all election duties as required.
  - Maintains all election records and property used in conjunction with holding of elections.
  - Maintains an eligibility listing and conducts training sessions for election inspectors, chief inspectors, registration deputies and reports the training to the Government Accountability Board.
  - Clerk attends State approved training to maintain certification.
  - Prepare election forms/information for candidates interested in running for office.
  - Reviews and certifies nomination papers for validity and sufficiency.
  - Prepares all election notices (posts and publish).

- Prepares polling place location for each election.
- Manages and conducts voter registration along with assistance from special registration deputy.
- The Clerk shall supervise/inspect systematically and thoroughly the conduct of elections in the municipally so that elections are honestly, efficiently and uniformly conducted.
- Assures proper set-up and testing of voting equipment (PreLat and Public test).
- Prepares ballots for municipal elections.
- Prepare, mail, and process all absentee ballots. Conducts all absentee voting in the clerk's office.
- Organizes absentee voting at nursing homes, senior living facilities, etc.
- Completes all paperwork as required by Vernon County and the Government Accountability Board following the elections and delivers or arranges delivery of election materials to the County Clerk.

**Essential Functions/Utility Billing Clerk:**

- Maintain and update utility accounts daily – transfers, name changes, new owners, mailing addresses, landlords, parcel no., etc.
- Process final billings and new account information.
- Set up appointments for meter inspections, final meter readings, new meter installations, water turn on-offs; notify water/sewer department of miscellaneous requests for service.
- Download utility route to handheld and when route is complete import into utility billing system.
- Review all reports and if any discrepancies are found report to the water/sewer department. Resolve all discrepancies and prepare monthly billings. Estimate billings when readings are not obtainable.
- Collect utility payments daily and prepare deposits.
- Enforce the Disconnection Policy.
- Manages the tax certification process to assess delinquent utilities to the tax roll.
- Provide PSC contact information to the customer.
- Maintain a list of current and terminated customers with credit balances and issue refund checks.
- Maintain a list of terminated customers with delinquent balances and writing off accounts that are under \$10.00 after continued efforts to collect on the outstanding balance for a year and a half.

**Essential Functions/Clerical Duties**

- Responds to incoming calls and correspondence and provides information to the inquirer, record messages, assisting customers with questions, comments, concerns, faxes, and copies.
- Typing.
- Sell garbage tags/recycle bins.
- Issue swim pool passes.
- Issue bike trail passes and deliver to specified locations in the City and collect at end of season.
- Record city park reservations.
- Receipt incoming revenue.
- Issue work permits to minors and file monthly permit office report with the Equal Rights Division.
- Assist Administrator, Water/Sewer Dept., and Street Dept. with typing, placing calls, etc.
- Fax street light outage information to Alliant Energy.

**Peripheral Duties:**

- Attend seminars, professional /district meetings, and workshops related to City Clerk's duties and responsibilities to keep abreast of developments/changes in municipal government.

**Experience and Training:**

- Two (2) year degree in Accounting, Business Administration, Secretarial Science or related field with two (2) years of municipal experience or High School diploma with three to five (3-5) years of any combination of education and experience preferably in a municipal clerk environment or related field which provides equivalent knowledge, skills and abilities.

**Tools and Equipment Used:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, and voting machine.

**Work Environment/Frequent Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is low/moderate level office noise.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and lift moderately heavy objects (25-30 pounds).
- The employee is frequently required to verbally communicate and interact with public.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Occasionally, the Clerk may transport notices, documents, etc. that may require leaving the Hillsboro Municipal Building briefly exposing the employee to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and lifting objects (30-50 pounds) is required.

**Licenses and Certifications:**

- Must be bondable.
- Valid State Driver's License or the ability to obtain one and willingness to use own transportation in the course of performing required duties.
- Notary Public certification within six months.
- Under direction of the Common Council obtain certification from Wisconsin Municipal Clerk's Association.

*The position description had been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct, and control the work of employees under supervision. The City of Hillsboro retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.*