

Village of Somerset Village Clerk/Deputy Treasurer Job Description

JOB TITLE: Village Clerk/Deputy Treasurer

REPORTS TO: Village Board

DIRECT REPORTS: Office Administrative Assistant

FLSA STATUS: Exempt

POSITION SUMMARY:

The Village Clerk is responsible for a variety of administrative, accounting and clerical functions for the Village of Somerset. All tasks are performed in accordance with applicable Wisconsin state statutes and municipal ordinances. The position is responsible for maintaining Village records associated with the administrative process of Village business. In the absence of the Village Treasurer, the Village Clerk will assist with the essential tasks of that function.

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Responsible for supervising the activities of the Office Assistant;
- Responsible for agenda and document preparation, taking meeting notes and publishing information as required for the Planning Commission, Board of Appeals, Board of Review (also acts as a member), Village Board to include special meetings and the Joint Fire and Rescue Committee;
- Responsible for preparing nomination papers, absentees, election set-up, election reporting and publishing notices. Administers election software, trains the election inspectors and supervises Municipal elections;
- Responsible for reporting and all associated coordination of worker's compensation and liability insurance for the Village;
- Manage and oversight of all employee personnel files, employee handbook and job descriptions;
- Assist with maintaining and oversight of payroll process;
- Responsible for coordination, among all departments, of annual budgeting process;
- Prepares mill rate worksheet, tax levy limit reports and prepares statement of taxes for county tax collection, prepares tax roll and omitted/refunded tax information;
- Issues various licenses for Village businesses and publishes associated notices and files reports;
- Signatory responsibility for all Village payments;

- Assumes general duties of Village Treasurer in the absence of the Village Treasurer;
- Prepare and maintain Village ordinance records;
- Responsible for managing annexations;
- Maintains Village key log and issues key/fobs;
- Files and reports tax-exempt property;
- Prepares year end tax receivables/resolutions/etc. for auditor;
- Responsible for maintaining and posting OSHA 300 (A) logs;
- Responsible for reporting Village 2% fire dues;
- Prepares library exemption tax reports for the county;
- Responsible for reporting annual housing survey;
- Prepares expenditure restraint reports;
- Responsible for swearing in all newly elected Village officials;
- Responsible for maintaining tax incremental district records and prepares the annual meeting.
- Other related duties that may be assigned from time-to-time.

POSITION QUALIFICATIONS:

The Village Clerk must have a high school diploma plus an advanced degree in a related field or 3-5 years-experience in some aspect of municipal government to include supervisory responsibility or an equivalent combination of all of the above qualifications preferred. A background in bookkeeping is desired but not required. Demonstrated excellent oral and written communication skills along with demonstrated computer skills required.

WORKING ENVIRONMENT:

The working environment for this position is an indoor office work space within the Village of Somerset office complex. There is minimal, but some travel related to this position.

Employee Signature

Date

Supervisor Signature

Date

Village of Somerset Board Approval Date:

(November 2019)