

**Statutory Responsibilities of the Town Clerk:**

Perform the duties and responsibilities as required by Wisconsin State Statute 60.33 including election responsibilities under chapters 5-12, clerk of town meeting under 60.15, claims under 60.44 (2) (c), publish and posting notices per 60.80, publishing notices under 60.11 (5) and 60.12 (3), compliance with subchapter. II of chapter 19 related to records, issuing trade permits under 103.25 (3m) (b) and 103.34 (11) (c), complying with public instruction duties under chapters 115 – 121, performing duties related to highways and bridges under chapters 82-92, notification of tax revenues and credits under subchapter 79.10, and performing all other duties required by law, ordinance or lawful direction of the town meeting or town board (60.33 (11)).

**Clerk of Town meetings under sec. 60.15, WI Stats.:**

- Attend the Annual Meeting and Special Town Meetings of the electors and keep a full record of the proceedings, audio and written minutes.
- Prepare, publish and/or post any required notices and resolutions passed by the town meeting.

**Clerk of the Town Board under section 60.33 (2) WI Stats.:**

- Preparation of agendas, meeting supplemental information, and other public notices.
- Attend town board meetings (including closed session, workshops, special meetings, budget), and keep a full record of the proceedings, including recording of all orders, resolutions and directions made at the meeting by audio and written minutes.
- Publish and/or post any required notices and resolutions adopted by the town board.
- Prepare, publish and/or post adopted ordinances as required.
- Present to town board legal claims, public contracts, bids under sec. 60.44(2)(c) WI Stats.
- The town clerk is the recipient of all legal claims filed against the town for the town board to take appropriate action as determined by the town board and possibly legal counsel.
- Acts as an advisor to the town board and coordinates communications between parties and provides clerical support to the town board.
- Assist the town board in the development of town policy, including but not limited to, researching questions and obtaining information for the board at their request.
- Inform and update town chair on town activities on a regular basis.

**Financial Duties:**

- In cooperation with the Town Treasurer, maintain a complete record of the finances of the town, showing receipts, disbursements and any other information relating to town finances documented in an accounting program.
- Receive bills and claims against the town, examine and validate each document, verify appropriate budget appropriation, enter into the computer system, and issue disbursement checks presented to the town board.
- Execute elements of payroll and employee records including quarterly and annual employment tax reports, W-2s, and 1099s.
- Maintain the town's tax exempt status and business licensing.
- Co-sign checks for all funds disbursed.
- Reconcile financial institution accounts.

- Maintain the chart of accounts and multiple financial reports.
- Compile, prepare, and present the annual budget and any mid-year allocated adjustments.
- Research and obtain all necessary information, and carry out the lawful directives of the town board, including preparation of the necessary documents to comply with section 65.90, WI Stats.
- Publish and/or post all appropriate notices concerning finances required by law.
- Complete the town levy limit worksheet, determine mill rates, calculates and enters special assessments and special charges, provide an annual statement of assessment and statement of taxes, and payments in lieu of taxes for the production of disbursement checks.
- Certify the levy to the appropriate authorities.
- Apportion tax revenues and disbursement tax settlements collected for state, county, schools and special districts documented in the accounting system.
- Determine and verify numbers to file the annual State Compilation Financial Report, Form C.

**Election laws as prescribed by the State of Wisconsin and Federal government for local clerk:**

- Publish and/or post legal notices pertaining to elections.
- Communicate relevant information to voters in changes and procedures.
- Recommend appointments, supervision of staff and train election inspectors to work the polls.
- Enter and maintain the voter data and poll lists.
- Test and maintain voting equipment.
- Acquire, prepare, and secure ballots.
- Register voters.
- Prepare and mail absentee ballots; conduct in-person absentee voting.
- Supervise, secure, set-up and close-out the polling place.
- Canvas and certify election results, mark voters, and complete state reporting.
- Deliver appropriate materials to the County Clerk and schools on the follow day after the election.
- Administer Special and Recall Elections outside of regularly scheduled elections.
- Conduct recounts if necessary.
- Instruct and provide information to candidates running for local office.
- Send a written notice to the county clerk giving the name and post-office address of the officer(s) of a local election. Notify the county clerk of any subsequent changes in a local office.
- Must be fluent in election law and procedures and be disciplined to keep up with new rule changes and required training.
- The clerk must be available for all elections and through an active election period, as in absentee voting or other election administration duties.

**Custodian of the Public Records:**

- Perform duties under the public records law concerning records of which the clerk is legal custodian.
- Retains oaths, bonds, building permits, records, property and assessed values documents.
- Responsible for other books, records, papers and materials where not otherwise provided for by law.

- Responsible for the disposal of obsolete records as authorized by state statutes and maintaining current town records in a precise orderly manner according to acceptable filing procedures.
- Maintain the Code of Ordinance book, town board minute book, Annual and Special Town Board Meeting minute book, assist the Planning and Zoning Commission and Board of Review with agenda, hearings, and to expedite filings, records of rule or procedure changes.
- Establish and maintain personnel files on town employees and other employment related records.
- Retain and updates mapping showing the boundaries of the town, wards, school, and sanitary districts within the town.
- Comply with open record requests.

**Other Duties:**

- Issue licenses and permits as granted authorized by the Code of Ordinances upon presentation of a receipt showing that any required fee paid providing certification.
- Develop and print ID cards for operator license applicants and for fire and first responders.
- Perform clerical and scheduling for Board of Review with clerk included as a voting member; oversee the functions and procedures for property reassessments.
- Central communicator for persons involved with town emergency management plan.
- Complete annual recycling report and submit to Department of Natural Resources. Handles the communications and publications regarding recycling matters.
- Works closely with and assists the fire and first responder departments, building inspector, zoning administrator, custodian, assessor, town assessor and legal counsel.
- Provide information, assistance, and supervision to the Board of Review, Planning & Zoning Commission, Board of Appeals, Sanitary Districts and other public bodies as necessary.
- Maintain and provide updates to personal property and manufacturing developments.
- Oversee day-to-day operations at the town hall including scheduling meetings and rentals.
- Files reports with federal and state agencies including US Census Bureau, IRS, DOR, DFI.
- Handles insurance policies and claims.
- Conduct background checks.
- Perform routine clerical tasks, proper phone ethics, typing, digitizing, high-end copier, postage meter, fax, calculate, and responsible for maintenance upkeep of all equipment and multiple devices.
- Help citizens resolve complaints or forward complaint or report it to appropriate department or person.
- Provide citizens with information concerning licenses, town business, zoning, finances and other matters of public inquiry mainly by the website as communication tools.
- Maintain the backend of town's web site; able to discern useable information from analytics to better enhance the site's public communication.
- Design a computer data backup plan.
- Create the town's annual financial comprehensive report, newsletter, and news posts.
- Communications can be common and at time frequent with various departments of Winnebago County (as in Property Lister, Clerk, Planning & Zoning, Treasurer, Register of Deeds, Sheriff, County Board of Supervisors, etc.)

- Communications with title companies, attorneys, vendors, contractors, and property owners on matters of service, invoicing, and billing.
- Attend training sessions, webinars, meetings, workshop, and seminars that may extend the knowledge and duties to perform as a clerk or better understand town government laws or policies.
- Maintain professional standards as required by Wisconsin Statutes and as encouraged by the WTA, the WMCA and the town board's expectations.

**Character and Skill Qualifications:**

- Strong listening, verbal, and written communication skills.
- Strong attention to detail and excellent organization practices.
- Professionally and congenially communications when working with a wide variety of people in multiple situations.
- Ability to report events in an unbiased manner.
- Able to use good judgement and make sound decisions independently.
- Can be trusted and respectful to keep private matters and information confidential.
- Integrity to represent the town well as a whole.
- Financial/Budgeting experience in a business setting. Mathematical skill to calculate formulas.
- Demonstrated ability to read and understand legal documents and its directives when researching legal issues.
- Bondable.
- Eligible to become a Notary Public.
- Subject to a criminal background check.
- Proficient in accounting practices and software use and complex databases.
- The ability to resolve most computer and networking issues and good general understanding of computer hardware, software, and internet security.
- Available on demand and able to conduct a mobile office with technical devices.
- Displays the willingness to learn and ability to grasp tasks and information quickly to serve the constituents and execute the entire office as town clerk.

**Physical conditions:**

- Ability to sit or stand for long periods of time in a general office environment.
- Some days/weeks require long, irregular hours, weekends and evening duties.
- At times lifting and moving heavy objects could be required.