

TOWN OF KILDARE, JUNEAU COUNTY, WISCONSIN

JOB DESCRIPTION FOR TOWN CLERK

Background

All municipalities in the State of Wisconsin have a clerk who lives in the town and is elected every two years in the odd-numbered years. The clerk is a town officer who is responsible for the day-to-day administration of town affairs. The clerk reports to the governing board on issues concerning the town and plays a significant role in ensuring administrative matters are performed in compliance with Wisconsin Statutes. The Town of Kildare has a part-time town clerk who averages approximately 30 hours per month on town business. The current salary is \$10,000/year.

This job description summarizes major responsibilities of the town clerk. For additional responsibilities, refer to Chapter 60 and other chapters of the Wisconsin Statutes, as well as information provided by the Wisconsin Towns Association.

Major Duties

Responsible for general administration of town business. Maintains town official records. Coordinates with the town board and town officials on town matters. Meets with various government agencies and private entities in the course of business. Communicates with town residents and property owners regarding concerns and issues.

(1) Meetings. Serves as the clerk for the annual town meeting held in April of each year and all other town, board or special meetings. Prepares agendas and reports to be presented to the board and/or the public. Publishes and/or posts notices required by law. Records and documents proceedings in the form of official minutes, to include financial and committee reports.

(2) Financial. Maintains a complete record of town finances, showing receipts and disbursements and any other information relating to town finances. Develops budget information for the town board in preparation for the annual budget meetings. Prepares quarterly budget status reports for the town board. Monitors receipts and expenditures, and notifies the board regarding areas of concern. In coordination with the town treasurer, prepares annual financial statements. Prepares and submits state audit reports. Receives all invoices for materials and services furnished to the town, prepares orders for town payment, and signs all checks for payment.

(3) Elections. Administers all elections within the town, to include coordination with the county clerk and the state elections board. Responsibilities include, but are not limited to: submitting names of election officials to the town board for approval; ensuring election

officials receive required training; managing election equipment and conducting public tests on such equipment; publishing election notices; delivering completed election reports and ballots to the county clerk; maintaining voter registration records; providing reports to the state when requested, organizing and overseeing town elections and election workers. The clerk is also required to take 3 hours of election training annually.

(4) Notices. Publishes and/or posts notices required by law. Such notices include, but are not limited to: ordinances and resolutions; annual and special town meetings; public hearings; town board and other special board meetings; alcohol licensing; Open Book and Board of Review.

(5) Records. Maintains official town records which include, but are not limited to: general correspondence; ordinances; resolutions; official minutes; reports; financial ledgers and statements; audit reports; building permits; licenses; contracts and agreements; land use and planning; managed forest lands; assessment rolls; tax levies; and all other records of town business as required.

(6) Licenses. Maintains town records of and issues any license or permit granted by the town board. Publishes/posts notices of proposed alcohol license holders. Applications and permits include, but are not limited to: alcohol, camping, cigarette, building and driveway, fire sign requests and parked camper permits.

(7) Board of Review. Serves as one of four voting members of the Board of Review and for any subsequent meetings related to Board of Review actions. Responsible for hearing and taking action on citizen objections to town assessments and substantiating such action. Manages administrative process and documentation in preparation for, and after completion, of the Board of Review. Administrative process includes, but is not limited to: publishing and posting notices of Board of Review; scheduling hearings for property owners; providing appropriate forms to property owners; recording proceedings; and completing reports required by law. As a member, reviews and analyzes facts presented by citizens and the assessor and uses available data in making decisions on matters presented to the board. Attends training on Board of Review procedures. When required, testifies in legal proceedings on actions taken in connection with the Board of Review.

(8) Property Taxes. Submits reports and documents required by law to the county and the state regarding assessments and taxes, including calculation of mil rates. Coordinates with the town treasurer regarding property taxes and disbursement of taxes collected. Maintains the town assessment roll and related tax records.

(9) Ordinances/Resolutions. Maintains original town ordinances and resolutions. Maintains the Town Code of Ordinances. When directed by the town board, drafts ordinances and coordinates with the town attorney on wording. Submits final ordinances and resolutions to the board for action. Publishes and posts proposed and final ordinances and resolutions as required by law. Distributes signed documents to appropriate individuals.

(10) Land Use/Planning. One of five members on a town plan commission comprised of two town officials and three citizens. Attends meetings and provides town information to commission members as appropriate. Reviews and votes on recommendations to the town board

on proposed land division and other land use matters presented to the commission. Provides administrative support in updating the town comprehensive plan.

(11) Building Permits/Fire Signs. Maintains town building, driveway and fire sign records. Interfaces with contractors, property owners, the town building inspector and the town fire sign official in connection with building permits and fire sign requests. Issues building permits, forwards to Inspector and brings to the Board for approval, Maintains logs of all building and driveway permits issued and all fire numbers installed. Coordinates preparation of the town fire sign map with County Land Information Office.

(12) Reports. Prepares and submits required reports to federal, state, and county agencies. Coordinates with the chairperson as needed. Reports include, but are not limited to: road maintenance; buildings; housing; recycling; elections; alcohol licenses; annual budget; financial audit; property taxes, and others are required.

(13) Town Website. Provides information to the webmaster for updating the town website. .

(14) Town Newsletter. Prepares articles for the annual January newsletters and submits to the town board for approval in December. Prepares the newsletter in final format and mails to all town property owners/residents. Newsletter copies are printed by the County Duplicating Office.

(15) Payroll and Income Taxes. Prepares monthly payroll for Board Members, deposits monthly 941 payment to the IRS, submits Quarterly Reports to IRS & Unemployment, creates and distributes W-2s and 1099s each January, files income tax reports.

(16) Other. Performs all other duties required by law, ordinance or lawful direction of the town meeting or town board.

Work Environment

The clerk works primarily from his/her residence and interfaces with town officials, town citizens or contractors in person, by telephone or email, either at his/her residence or the town hall. The work is part-time and primarily sedentary in nature. Some walking may be required when viewing town properties and roads. Travel is both within and outside the town to attend meetings in other municipalities. Occasionally, attendance at workshops may require travel to other counties. Clerk uses his/her own transportation on town business, with reimbursement as provided for by town regulations.

Clerical Skills

This position requires substantial organizational skill. Many items acted upon by the clerk must be held until the monthly meeting for presentation to the board. Accounts payable are collected and organized into orders to be approved for payment at each meeting.

Computer skills are required. The town will furnish a computer, printer/copier, and file cabinets for the clerk's use. Proficiency in the following are highly desirable: Microsoft Word, Excel, Publisher, Adobe PDF Reader, Photoshop or other graphics program, Quicken Accounting, Email and Internet.

Keyboard, grammar, spelling and punctuation skills are necessary for both electronic and manual correspondence. Verbal communication is a large part of the interaction between the clerk's office and the public.

The clerk collects and holds town funds until monthly meetings for building and other permits. A performance bond is required and is paid for by the town.