

TOWN OF OTTAWA
CLERK/TREASURER
(Job Description)

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed by this position. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of position, or of an imminent nature.

PURPOSE OF POSITION: Perform the duties prescribed by State Statute and keep records of all Town business. Perform election duties; administer the Town treasury, which involves the collection, custody, investment and disbursement of the municipal funds.

DUTIES INCLUDE, BUT NOT LIMITED TO:

1. Keep municipal office open Monday through Friday from 8:00 a.m. to 4:00 p.m., exclusive of holidays.
2. General
 - a. Maintain the official minutes, ordinance book, bank and investments records, and all other records and documents
 - b. Administer oaths
 - c. Notary duties
 - d. Customer information and complaints
 - e. Act as liaison between residents and the Town Board and Planning Commission
 - f. Keep address changes current
 - g. Collect and route mail
 - h. Handle all general correspondence
 - i. Complete and return special assessment letters (this number will vary greatly depending on real estate economy and interest rates)
 - j. File
 - k. Assist accountant with annual audit
 - l. Bank statement reconciliation of all accounts monthly
 - m. Order and maintain inventory of office supplies including the purchase and maintenance of office equipment
 - n. Supervision and direction of Deputy Clerk
 - o. Respond to all open records requests for items in Clerk's custody
3. Meetings
 - a. Co-ordinate review of agenda items with Town Chairman
 - b. Compile agendas for all Town Board meetings
 - c. Advertise meetings in compliance with the Open Meetings Law; notify media, post notices, publish notices on town's website
 - d. Attend and keep accurate minutes of all Town Board meetings

- e. Prepares information for Town Board members, so that informed decisions can be made
- f. The Deputy Clerk/Treasurer prepares information for Plan Commission members, so that informed decisions may be made
- g. Email agenda and information packets to town board members, Town Attorney, Engineer, and Planner prior to meeting
- h. Coordinate publication/posting of approved Ordinances and Resolutions, as required, and coordinate the submission of Ordinances with Town Attorney to update of the Municipal Code

4. Property taxes

- a. Review assessment roll for accuracy
- b. Maintain annual certification for training
- c. Maintain objection forms and set up appointments for Board of Review
- d. Attend Board of Review, acting as appointed Clerk of the Board of Review
- e. Maintain files on Board of Review hearings
- f. Responsible for filing the Statement of Assessment with the Department of Revenue
- g. Prepare and transmit all special charge information to the County
- h. Prepare items to be included on tax bills with Accountant
- i. Transmit necessary information from various taxing jurisdictions to Waukesha County Tax Listing & Billing so that tax bills can be generated in a timely manner
- j. Proof tax bills with Accountant to ensure accuracy prior to print vendor mailing them.
- k. Respond to inquiries from financial institutions regarding the amount of tax due by individual residents
- l. Collect tax payments through January 31 of each year
- m. Generate checks for overpayment of taxes
- n. Coordinate the collection of dog license fees and issuance of the license and reporting of associated information to the County
- o. Actively invest taxes receivable
- p. Pay school districts, lake districts, and Waukesha County their share of taxes collected in a timely manner
- q. Complete tax settlement with the Waukesha County Treasurer

5. Budgeting

- a. Prepare budget worksheets for board members, to include past and current budgeted figures (eight-month actual, four-month estimate) for comparison purposes
- b. Compile all needed information for budget
- c. Keep records of all revenue sharing, transportation aids, and all other state and local aids to be figured into the budget
- d. Assist board members with completing budget worksheets
- e. Calculate mill rate based on amount needed for Town operations

- f. Prepare for Public Hearing, Special Meeting and Town Board meeting to approve the Town tax levy and the proposed budget
- 6. Licensing
 - a. Get liquor license application out to businesses by the end of April
 - b. Prepare list of applicants for publication in paper
 - c. Have background checks completed on applicants
 - d. Take applications for liquor, beer, cigarette and operators licenses to Town Board for approval
 - e. Generate license forms, collect payment and distribute licenses before July 1 of each year
 - f. Collect and distribute fees for dog and hobby kennel licenses throughout the year
 - g. Keep current with ever changing liquor license law
- 7. Payroll
 - a. Compile hourly employees time sheet information
 - b. Complete payroll for all employees on a monthly basis (the Clerk and Deputy Clerk are paid semi-monthly)
 - c. Maintain all payroll records
 - d. Make necessary payroll deductions
 - e. File required state and federal payroll reports monthly, quarterly and annually
 - f. Make state and federal tax withholding payments in a timely manner
 - g. Complete required retirement and insurance reports with the State
 - h. Generate and distribute year end forms and reports
 - i. Keep accurate accounting trail
- 8. Elections
 - a. Responsible for seeing that all notices are published as required by law
 - b. Hire and train election inspectors
 - c. Coordinate voter registration and absentee voting process through the State of Wisconsin SVRS system, ensuring that all updates and data entry is performed in a timely manner
 - d. Stay aware of current legislation and administrative changes via the State of Wisconsin Election Commission
 - e. Attend all necessary training provided by Wisconsin Election Commission and provide training opportunities for all Election Inspectors and Town staff that assist with the election process
 - f. Coordinate nomination of Election Inspectors with local political parties and forward nominations to the Town Board for approval
 - g. Accept absentee requests
 - h. Maintain a list of absentee voters
 - i. Mail and record all absentee ballots; both outgoing and incoming
 - j. Pick up election materials from the Waukesha County Clerk

- k. Conduct testing (twice) of the electronic tabulator and ballot scanner used in the election
 - l. Prepare municipal building for day of election
 - m. Oversee and assist with all activity on election day
 - n. Deliver ballots to the County and school district offices in a timely manner the day following the election
 - o. Keep current with ever changing election law by investing in continuing education
- 9. Accounts Payable
 - a. Verify and code vendor invoices
 - b. Record journal entries and appropriations monthly
 - c. Generate accounts payable warrant for approval of payment by Board
 - d. Print and mail checks
 - e. Keep accurate accounting trail
- 10. Accounts Receivable
 - a. Charge back professional and miscellaneous fees to benefiting landowners (Deputy Clerk)
 - b. Collect, receipt, and deposit all payments made to the Town
 - c. Enter receipt information into the computer (Deputy Clerk)
 - d. Generate a report showing all financial activity for each month (Treasurer's Report)
 - e. Keep accurate accounting trail
- 11. Insurance
 - a. Informs insurance carrier of all new equipment, vehicle purchases, and building improvements/construction
 - b. Files insurance claims, including any necessary documentation with appropriate insurance carrier
 - c. Complete and submit annual insurance audits

PHYSICAL DEMANDS OF POSITION: The demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- 1. Standing, walking, sitting and stooping
- 2. Kneeling, crouching, balancing and bending/twisting
- 3. Reaching, feeling, talking and hearing
- 4. Handling, grasping and fingering, filing, typing, writing, etc.
- 5. Lifting, carrying, pushing/pulling up to 40 pounds

WORK ENVIRONMENT:

1. Inside office environment
2. Noise level is usually moderate
3. Exposure to atmospheric conditions, such as dust
4. Listen to emotional, often angry citizens and general public

EQUIPMENT USED:

1. Computer, calculator, copy machine, fax machine, telephone and automobile
2. Must have a working knowledge of the Internet, Microsoft Word, Excel, Outlook,

EDUCATION/LICENSES/CERTIFICATION REQUIREMENTS:

1. Valid Wisconsin driver's license
2. Ability to participate in various seminars and continuing education programs to enhance knowledge of new laws and regulations as required.

LANGUAGE SKILLS:

1. Skill in establishing and maintaining effective working relationships with Town officials and the general public
2. Listening skills and patience in dealing with citizens who may be upset, unhappy and/or confused
3. Ability to effectively communicate answers to citizen's questions regarding taxes, permits, licenses, etc.
4. Ability to compile clear and concise reports and research

MATHEMATICAL SKILLS:

1. Add, subtract, multiply and divide all units of
2. Measure
3. Perform the four operations with like common and decimal fractions
4. Compute ratio and percent
5. Draw and interpret bar graphs and charts
6. Perform arithmetic operations involving all American monetary units
7. Collect and disburse cash in an effective manner

REASONING ABILITY:

1. Interpret a variety of instructions furnished in written, oral diagrammatic or schedule form
2. Ability to satisfy customer inquiries
3. Possess flexibility to perform a variety of duties as may be assigned