

Municipal Clerk / Town Clerk Job Description

Position Title

Municipal Clerk / Town Clerk

Department: Administration

Reports To: Town Board / Town Chairperson / Administrator (if applicable)

FLSA Status: Non-Exempt

Employment Status: Full-Time

Position Summary

The Municipal Clerk serves as the official records custodian for the municipality and is responsible for administering elections, licensing, records management, public notices, meeting administration, and statutory compliance. This position provides administrative leadership while ensuring compliance with Wisconsin Statutes, municipal ordinances, and established policies. The Clerk serves as a key resource for elected officials, department heads, residents, businesses, and governmental agencies.

Essential Duties and Responsibilities

The following duties are representative but not all-inclusive.

Clerk Administration

Administers the daily operations of the Clerk's Office.

Maintains all official municipal records.

Serves as the legal custodian of records under Wisconsin law.

Responds to public records requests in accordance with Wisconsin Public Records Law.

Maintains municipal ordinances, resolutions, contracts, and agreements.

Coordinates records retention and destruction according to state schedules.

Maintains the municipal seal and official documents.

Provides exceptional customer service to residents and businesses.

Town Board Administration

Prepares Town Board, Plan Commission, and special meeting agendas.

Publishes legal notices.

Attends meetings and records accurate minutes.

Prepares resolutions, ordinances, and official correspondence.

Maintains meeting packets and supporting documentation.

Tracks board actions and follows through on assignments.

Maintains official minute books.

Elections Administration

Serves as the Chief Election Official for the municipality.

Administers all local, state, and federal elections.

Maintains voter registration records using WisVote.

Recruits, trains, and schedules election inspectors.

Coordinates absentee voting.

Maintains election equipment.

Ensures compliance with Wisconsin Election Commission regulations.

Prepares post-election reports.

Licensing Administration

Processes applications for:

- Liquor licenses
- Operator licenses
- Tobacco and vape licenses
- Dog licenses
- Residential and commercial permits
- Other municipal licenses and permits

Maintains licensing databases.

Prepares applications for Town Board approval.

Issues approved licenses.

Maintains renewal schedules.

Records Management

Maintains electronic and paper filing systems.

Archives historical records.

Indexes official records.

Maintains property files.

Ensures compliance with retention schedules.

Public Information

Answers inquiries from residents.

Coordinates communication with government agencies.

Maintains municipal website content.

Assists with newsletters and public information.

Prepares annual reports.

Coordinates public notices.

Financial Support (if applicable)

Assists with:

- Utility billing
- Accounts payable
- Accounts receivable
- Payroll processing
- Budget preparation
- Tax collection
- Financial reporting
- Audit preparation

General Office Administration

Supervises office staff (if assigned).

Maintains office supplies.

Coordinates office equipment maintenance.

Develops office procedures.

Assists departments with administrative support.

Maintains confidential records.

Performs related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Wisconsin Statutes affecting municipalities
- Wisconsin Open Meetings Law
- Wisconsin Public Records Law
- Wisconsin Election Law
- Municipal licensing procedures
- Parliamentary procedure (Robert's Rules of Order)
- Office administration
- Customer service principles
- Financial recordkeeping
- Municipal government operations

Ability to:

Prepare accurate meeting minutes.

Interpret statutes and ordinances.

Maintain confidentiality.

Organize multiple projects simultaneously.

Communicate effectively verbally and in writing.

Develop positive working relationships.

Exercise sound judgment.

Operate modern office technology.

Maintain detailed records.

Provide excellent customer service.

Minimum Qualifications

High school diploma or GED.

Associate's degree in Public Administration, Business Administration, Office Administration, or related field preferred.

Three to five years of progressively responsible administrative experience.

Municipal government experience preferred.

Equivalent combinations of education and experience may be considered.

Preferred Certifications

Wisconsin Certified Municipal Clerk (CMC)

Notary Public (or ability to obtain)

WisVote Certification

Required Skills

Microsoft Office Suite

Word

Excel

Outlook

PowerPoint

Records management software

Meeting management software

Financial software

WisVote

Website management

Document imaging systems

Excellent written and verbal communication

Strong organizational skills

Problem-solving ability

Attention to detail

Physical Requirements

Ability to sit for extended periods.

Occasionally lift up to 30 pounds.

Operate standard office equipment.

Occasionally work evenings during Town Board meetings and elections.

Working Conditions

Primarily performed in an office environment.

Evening meetings required.

Extended hours during elections and budget preparation.

Frequent interaction with the public.

Wisconsin Statutory Responsibilities

The Municipal Clerk performs duties required under Wisconsin Statutes, including but not limited to:

- **Wis. Stat. § 60.33** – Powers and duties of Town Clerk
- **Wis. Stat. Ch. 5–12** – Election administration
- **Wis. Stat. § 19.31–19.39** – Public Records Law

- **Wis. Stat. §§ 19.81–19.98** – Open Meetings Law
- **Wis. Stat. Ch. 66** – Municipal administration
- **Wis. Stat. Ch. 125** – Alcohol beverage licensing
- **Wis. Stat. § 174.05** – Dog licensing

Please email your resume to peggy@townofsheboyganwi.gov.