

## **Municipal Town Clerk**

### **Town of Grafton, Ozaukee County, Wisconsin**

The Town of Grafton, Ozaukee County, Wisconsin, is seeking a qualified applicant to serve as its municipal clerk under Wisconsin Statute § 60.33. To apply, please send a cover letter, resume and list of three references to the **Town Chairman** at [TownClerkApplicant@hallrender.com](mailto:TownClerkApplicant@hallrender.com).

Applications will be accepted until 11:59 p.m. on December 7, 2020.

### **Responsibilities of the Town Clerk**

The Town Clerk performs the statutory duties as provided in WIS. STAT. § 60.33, and other related statutes, as well as the duties contained in Town Ordinances, Resolutions, and Policies.

### **Routine Tasks and Responsibilities**

- Clerk of Town meetings under WIS. STAT. §§ 60.15 and 60.33(1):
  - Attend the Annual Meeting and all Special Town Meetings and keep a full record and meeting minutes of the proceedings.
  - Publish and/or post all agendas, notices, and resolutions passed at the Town meeting.
- Clerk of the Town Board under WIS. STAT. § 60.33(2):
  - Assist in preparation of agendas and other notices.
  - Attend all Town Board meetings and keep a full record of the proceedings, including recording of all motions, resolutions and directives made at the meeting.
  - Publish and/or post any required notices, ordinances and resolutions adopted by the Town Board.
  - File the accounts approved by the Town Board or allowed at Town meetings and enter a statement of the accounts in the Town's record books.
  - File with the Town Board claims approved by the Clerk under WIS. STAT. § 60.44(2)(c).
  - Receive all legal claims filed against the Town and take appropriate action as determined by the Town Board and legal counsel.
  - Advise the Town Board of upcoming vacancies in various Town offices or positions, notify appointees of their appointment, keep records of appointments.
  - 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.
  - Provide clerical support to the Town Board.

- Complete other assigned duties as directed by the Town Board.
- 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 as prescribed by the Town Board.
  - Receive bills and claims against the Town, examine and validate each document, verify appropriate budget appropriation, enter into the computer system, and issue the order to pay each bill.
  - Compile timesheets, enter time into the computer system, maintain and update payroll records in cooperation with the Town Treasurer.
  - Co-sign checks for all funds disbursed.
  - Assist the Town Board in the preparation of the annual budget.
    - Research and obtain all necessary information, and generally carry out the lawful directives of the Town Board, including preparation of the necessary documents to comply with WIS. STAT. § 65.90.
    - Publish and/or post all budget-related notices and agendas.
  - Perform all tax preparation and collection duties required of the Clerk under WIS. STAT. CHS. 70-79.
    - Prepare mill rate information, special assessments and special charges for distribution to the County for calculation of property taxes and production of the tax bills.
    - Ensure that all tax preparation documents are completed correctly and in compliance with Wisconsin Statutes.
    - Certify the levy to the appropriate authorities.
- Election Duties:
  - Perform duties prescribed for local Clerks in the election laws, WIS. STAT. CHS. 5-12:
    - Publish and/or post legal notices.
    - Recommend, oversee, and train Election Inspectors (poll workers).
    - Receive and process voter registration applications.
    - Acquire and prepare ballots.
    - Prepare and mail absentee ballots.
    - Supervise polling place.
    - Certify election results and deliver appropriate materials to the County Clerk on the day after the election; official canvass of ballots.
    - Within ten days after the election or appointment and qualification of any Town Supervisor, Treasurer, Assessor or Clerk, send a written notice to

the County Clerk giving the name and post office address of the officer.  
Notify the County Clerk of any subsequent changes in office.

- Public Records Management Duties:
  - Publish and/or post ordinances and resolutions as required under WIS. STAT. § 60.80 and give notice of the annual and special Town meetings as required by WIS. STAT. §§ 60-11(5) and 60.12(3).
  - Serve as the custodian of the public records of the Town as provided by WIS. STAT. Chapter 19, and related statutes.
  - Perform duties under the public records law with regard to records of which the Clerk is legal custodian.
    - Responsible for all oaths, bonds, records, files, papers and property required to be deposited with the position.
    - 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 Ordinance Book, Resolution Book, Town Board Minute Book, Annual and Special Town Board Meeting Minute Books, Plan Commission Minute Book, and minutes books for all other committees/commissions.
  - Issue licenses and permits as granted by the Town Board or authorized by Town of Grafton Ordinances upon presentation of a receipt from the Town Treasurer showing that any required fee has been paid.
- Other Duties:
  - Oversee day-to-day operations of the Town Hall and Town under the direction of the Town Board.
  - Provide citizens with information concerning licenses, Town business, zoning, finances and other matters of public inquiry.
  - Log and expedite complaints and reports to appropriate person.
  - Help citizens resolve complaints concerning Town services.
  - Perform routine clerical tasks, typing, photocopying, answering the phone.
  - Maintain the Town's website.
  - Perform regular backups of computer data.
  - Handle correspondence and various legal documents.
  - Establish and maintain personnel files on Town employees and other employment related records.

- Provide information and assistance to the Town Assessor, Board of Review, Plan Commission, Building Inspector and other public bodies as necessary.
- Publish the Town's Annual Report and Newsletter.
- Complete annual recycling report and submit to Department of Natural Resources.
- Attend training sessions, meetings and seminars as directed or scheduled by the Town Board.
- Research local, county and state record files as dictated by the needs of the Town.
- Other duties as directed by the Town Board.
- Requirements:
  - The Clerk must take and file the official oath and bond as provided in WIS. STAT. § 60.31.

### **Qualifications**

- Strong listening, verbal and written communication and organizational skills.
- Strong attention to detail.
- Ability to work professionally and congenially with a wide variety of people in multiple situations.
- Ability to report events in an unbiased manner.
- Independent decision making skills.
- Financial/Budgeting experience in a business setting.
- Demonstrated ability to read and understand legal documents and directives.
- Demonstrated ability to research legal issues.
- Bondable.
- Eligible to become a Notary Public.
- Proficient in QuickBooks accounting software.
- Proficient in Microsoft Word, Excel, Outlook and Internet Explorer.
- Experience with complex relational database – preferably WISVOTE.
- Experience in municipal accounting is preferred.

### **Physical Requirements**

- Ability to sit or stand for long periods of time in a general office environment.
- Some weeks require long, irregular hours and evening duties.

### **Hours of Work and Compensation**

- The Clerk must be present to staff Town Hall approximately forty (40) hours per week.
- The Clerk is expected to work additional hours as needed to complete the required duties.
- The Clerk is expected to attend all regular Town Board meetings and Plan Commission meetings as well as the Annual Town Meeting.
- The Clerk may be expected to attend other meetings as directed by the Town Board.
- The Clerk must be available during all elections, and for any additional hours required for absentee voting or other election administration duties.
- Rate of pay to be determined by the Town Board based on applicant's qualifications and experience.