



# TOWN OF BLUE MOUNDS

• DANE COUNTY, WISCONSIN •

ORGANIZED APRIL 4, 1848

## **Town of Blue Mounds Clerk Job Summary**

We are seeking a highly organized and responsible Town Clerk candidate to oversee the Town of Blue Mounds administrative operations. On a daily basis, you will organize files, answer calls, respond to resident questions and fulfill assignment requests from the Town Board. The ideal candidate will have experience as an administrative assistant or customer service representative and know how to manage the different administrative needs of a busy office. A detailed listing of specific responsibilities/duties is enclosed.

### **Position Schedule**

This is a full time position, 32 hours per week. Monday-Thursday. Timing of work schedule has some flexibility.

### **Ideal Candidate Attributes/Traits**

1. Attendance- Reliable and punctual
2. Strong listening, verbal and written communication and organizational skills.
3. Proficient in Microsoft Word, Excel. Not intimidated to work with unfamiliar programs (i.e. state grants, etc.).
4. Cooperation- Cooperates well as a member of /or leading a team.
5. Detail Oriented- follows and maintains project information to the correct conclusion.
6. Flexible- Understands that changes can happen suddenly.
7. Is a Problem Solver!

## **Physical Requirements**

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

## **Primary Duties**

Perform the statutory duties of the Town Clerk as provided in Section 60.33.Wi Stats, and other related statutes, as well as the duties contained in Town Ordinances, Resolutions and Policies that may be enacted by the Town Board or Town Meeting. It is the responsibility of the Town Clerk to review, understand and follow these regulations as well as keep abreast of any updates to them:

- Clerk of Town Meetings under Section 60.15, WI Stats;
  - Attend the Annual Meeting and all special Town Meetings and keep a full record of the proceedings.
  - 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.:
  - Assist in preparation of agendas and other notices.
  - Attend all Town Board Meetings (including closed sessions) and keep a full record of the proceedings, including recording of all orders, resolutions and directions made at the meeting.
  - Publish and post any required notices and resolutions adopted by the Town Board.
  - Assist the Town Board in the development of 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:
  - Co-sign checks when requested
  - 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 section 65.90, WI Stats.

- Publish and post all appropriate notices.
- Perform all tax preparation and collection duties required of the Clerk under Chapters 70-79, WI Stats.
- Prepare mill rate information, special assessments and special charges for distribution to the County for calculation of the property taxes and production of the tax bills.
- Ensure all tax preparation documents are completed correctly and in compliance with WI Statutes.
- Certify the levy to the appropriate authorities.
- Perform duties prescribed for local Clerks in the election laws, Chapters 5-12, WI Stats.:
  - Publish and/or post legal notices.
  - Recommend poll workers for approval by the Town Board.
  - Maintain a poll list for the Town.
  - Prepare and acquire 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.
  - Within 10 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.
  - Immediately after the election or appointment of any Town Constable or municipal judge, send to the Clerk of Circuit Court a notice stating the name of the constable or the municipal judge and the term of office. If the constable or municipal judge is filling a vacancy, indicate the name of the person who vacated the office in the notice.
- Publish and/or post ordinances and resolutions as required under sec. 60.80 WI Stats and give notice of the annual and special Town meetings as required by secs 60.11(5) and 60.12(3) WI Stats.
- Act as custodian of the public records of the Town as provided by subch.II of ch.19, WI Stats. 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, Land Use Committee Meeting Minute Books and minutes books for all other committees/commissions.
- Issue licenses and permits as granted by the Town Board.
- Perform the Clerk's duties relating to public instruction under WI Stats Chapters 115-121.
  - Within 10 days of the Clerk's election or appointment, report his or her name and post office address to each cooperative educational service agency which contains any portion of the Town.
  - Keep a map showing the boundaries of the school districts within the Town.
  - Apportion tax revenues collected by the Town for schools.

**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, finances and other matters of public inquiry.
- Log and expedite complaints and reports to appropriate person.
- Help citizens resolve complaints concerning Town services.
- First person to answer phone.
- Maintain Town's website.
- Perform regular backups of computer data.
- Handle correspondence and various legal documents.
- Establish and maintain personnel files.
- Provide information and assistance to the Town Assessor, Board of Review, Land Use Committee, Building Inspector and other public bodies as necessary.
- Publish the Town's Annual Report.
- 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 Town Board.
- The Clerk must take and file the official oath and bond as provided in section 60.31, WI Stats.

### **Normal Hours of Work and Pay**

- The Clerk must be present to staff Town Hall office hours from 8:00 a.m. to 12:30 p.m., Monday through Friday
- The Clerk is expected to work additional hours if needed to complete the required duties.
- The Clerk is expected to attend all regular Town Board meetings, held the 2<sup>nd</sup> Monday each month and the Annual Town Meeting, which is typically held on the evening of the third Tuesday of April.
- 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 Town Board.
- Overtime to be paid in the pay period earned.
- Completed time cards to be turned in to the Treasurer
- Paychecks issued the 1<sup>st</sup> and the 15<sup>th</sup> of the month.