

Deadline: Wednesday, August 10, 2022 by 5PM

Position Objectives:

The Town of Beaver Dam, Dodge County, is accepting resumes from qualified candidates for a part-time position for Clerk at the Town of Beaver Dam, WI.

Duties and Responsibilities:

The Town Clerk is an appointed position responsible for the statutory duties of Town Clerk as defined in Wis. Stat. §60.33. The Town Clerk oversees a robust set of responsibilities including record management, the recording and reporting of all Town proceedings and documents, licensing and permits, as well as the handling of all federal, state, and local elections taking place within the Town. View full job description below.

To apply, send resume and cover letter to supervisor4@bdtown.org or by mail to:

Chairman Joseph Kern
W8540 County Road W
Beaver Dam, WI 53916

APPOINTED CLERK JOB DESCRIPTION
TOWN OF BEAVER DAM, DODGE COUNTY, WISCONSIN
Effective September 6, 2022

Statutory Responsibilities of the Town Clerk per Chapter 60, Wis. Stats., and further described here:

Perform the duties and responsibilities as required by Section 60.33, Wis. Stats., including election responsibilities under Chapters 5-12, Wis. Stats., clerk of town meeting under sec. 60.15, claims under sec. 60.44 (2) (c), publish and posting notices per sec. 60.80, publishing notices under sec. 60.11 (5) and sec. 60.12 (3), compliance with subchapter II of Chapter 19 related to records, issuing trade permits under sec. 103.25 (3m) (b) and sec. 103.34 (11) (c), complying with public instruction duties under Chapters 115 – 121, performing duties related to highways and bridges under Chapters 82-92, notification of tax revenues and credits under subchapter 79.10, and, in general, perform all other duties required by law, ordinance, or by lawful direction of the town meeting or town board (sec. 60.33 (11), Wis. Stats.). The Clerk must take and file the official oath of office and be bondable as provided in sec. 60.31, Wis. Stats.

The Clerk may appoint a deputy, for which the Clerk is responsible as provided in sec. 60.331, Wis. Stats. The deputy must take and file the official oath of office and be bondable as provided in sec. 60.31, Wis. Stats.

Routine tasks for all meetings and hearings held by the town

- Prepare meeting space, recording equipment, and materials for the Board and public.
- Prepare, post, and publish notice of meetings to be held including the agenda items, as

required by Wisconsin Statutes.

- Attend all meetings to take minutes of the meeting which are also required to be further substantiated and recorded by a recording device.
- Within one week of a meeting or hearing, prepare and have available for review the unapproved minutes of the meeting or hearing.
- The meeting minutes as recorded by a device and all approved minutes shall be kept according to Wisconsin Statutes.
- Maintain and archive records of all meetings and public hearings.
- Maintain records of all committee appointments including when appointed, time served, and any oaths of office given.

Routine Tasks and Responsibilities for Town Board

- Coordinate, for approval by the Chairman, requests for placement of items on meeting agendas from board members, public and others.
- Prepare agenda as approved by Chair and supporting materials for distribution to board members and electors.
- Post and publish notices of all meetings, monthly or special, with agendas as required by Wisconsin Statutes.
- Post and publish, as required by Wisconsin Statutes, all resolutions and ordinances adopted.
- Codify all ordinances adopted and insert in the official Clerk's ordinance book, and all updates.
- Maintain records of all resolutions adopted.
- Forward to board members, all legal communications received and other messages needed by board members to stay informed.
- Maintain Certificates of Election and their given sworn acceptance to serve.

Duties for Board of Review

- Act as statutory clerk at the meetings
- Prepare, proof, publish, and post, as required by Wisconsin Statutes, agendas and notices for all meetings or hearings.
- Accept and review applications from taxpayers requesting to be heard at the Board of Review.
- Maintain record of approved alternate members.

Elections:

- Supervise and run elections.
- Provide notice of testing and perform the necessary tests of equipment needed for elections.
- Provide training for appointed election officials.
- Maintain for the Town records and present to the trained election appointee's, certificates of training.
- Administer elections under Chapters 5-12, Wis. Stats.
- Election equipment, and other necessary equipment and supplies will be provided.

Town Clerk responsibilities and duties

- Be the official office of communication for all correspondence of the Town.
- Receive and transmit official communications to the town chair and town board.

- Document certifications of election of Board members and their sworn acceptance to serve.
- Maintain records of appointments to various committees or Boards of the Town.
- Monitor and maintain the equipment required to ensure function of the town clerk's office.
- Upon the Town Board advertising for quotes or bids for projects or equipment, receive for the Board all submitted quotes or bids delivered.
- Receive and approve contractor bond and insurance documents contemporaneously and annually.
- Maintain a clerk's log of phone, fax, and email contacts, requests, and communications.
- Maintain a clerk's log of the clerk's daily activity.
- Receive and respond to public records requests.
- Administer website, including contact changes, insertion of notices, resolutions and ordinances updates, update calendar, respond to contacts, and provide technical changes as necessary.
- Prepare and certify recycling reports, grant applications.
- Prepare documents and provide information for the annual town insurance audit.
- Prepare and submit insurance claims as necessary.
- Consult with the town attorney as the primary contact for legal assistance.
- Complete the town levy limit worksheet, determine mill rates, provide an annual statement of assessments and statement of taxes, and payments in lieu of taxes.
- Maintain a system of control to ensure that expenditures do not exceed appropriations.
- Review all purchase invoices and ensure their proper encoding in the computer system.
- Verify accounts payable and prepare payment vouchers (checks) and disburse after approval of the expenditures by the Town Board.
- Maintain and update payroll employment records.
- Review time sheets and verify proper entry into the computer system.
- Process payroll checks for distribution.
- Prepare federal and state tax reports and payments.
- Prepare deferred compensation reports and payments.
- File quarterly and annual employment tax reports to appropriate federal and state authorities.
- Prepare annual W-2's and 1099's.
- Prepare monthly financial reports for the Town Board comparing the current budget vs. actual expenditures and other reports as requested.
- Provide the Town Board with informative financial reports as needed for review of the current budget.
- Maintain town registry and certifications with county, state, and federal agencies including DFI, GAB, DOR, US Census Bureau, IRS, and provide required municipal reporting to all governmental agencies.
- Administer and monitor the Town's short and long term investments.
- Retain all public records that are required by Wisconsin Statutes and/or federal regulations.
- Attend various training sessions, meetings and seminars as directed and approved by the Town Board.
- Make partial and final settlement of State, County, public and vocational school taxes.
- Prepare the annual budget with the help of the town board. Prepare the annual report and Municipal Financial CT report.
- Update financial database with the approved budget amounts for the Annual Budget.

- Upon the Town Board authorizing an annual audit, provide assistance and information needed for the completion of the audit.

Qualifications:

- Proficiency in accounting / government accounting and computer knowledge required.
- Two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities preferred.
- The ability to work independently and efficiently to accomplish the tasks, duties, and responsibilities of the town clerk as directed by Wisconsin Statutes, the town board chair, and the town board of supervisors.
- Typing, keying, and knowledge skills to demonstrate proficiency with Microsoft Word, Excel, Outlook, and QuickBooks software, and other reporting functions to county, state, and federal agencies, and business vendors and contractors.
- Has the ability to implement internet navigation and research, web site administration, communication standards, and technology standards.
- Has experience that relates to effective written and oral communication skills with the public, coordinating agencies and governmental units, vendors and contractors, and the town chair and board.
- Has the ability to represent the clerk's position at interagency, intergovernmental, and town meetings.
- Familiarity with municipal budgeting practices, financial statements, and business practices that support a municipal organization.
- Has organizational, written, oral, interpersonal skills and coordination abilities that will effectively manage the responsibilities of the town clerk's position, including conducting elections.

Other conditions:

- Act as a backup, when necessary, for the Town Treasurer performing necessary day-to-day general office duties.
- A deputy clerk may be appointed as prescribed in sec. 60.331, Wis. Stats.
- The Clerk's office hours are set by the Town Board and may include a few hours on a Saturday morning and hours after 7:00 P.M. for town board meetings.
- 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, all town elector meetings, and other meetings when requested by the Town Board.
- Salary will be set by the Town Board. The Town Board may evaluate the salary from time to time.
- Completed time cards will be given to the Town Chair.
- An office, desktop computer, monitor, and attendant technical equipment and software will be provided for the Clerk's office. Mileage reimbursement will be paid at the IRS rate for travel while conducting town business after submission of mileage documentation. Lodging for attendance of overnight meetings will be paid when conducting town business or training approved by the Town Board. Membership in the Wisconsin Municipal Clerks Association and the Wisconsin Towns Association will be provided during employment.

- All terms of appointment will expire on December 31 of any year whether appointed on January 1 or mid-term of any year.
- The Town Board, at its option, may approve an appointment term of one to three years.
- Initial appointments will be subject to a probationary period of up to 6 months.
- A performance review will be scheduled during the probationary period; thereafter, each year during an appointment, a performance review will be scheduled prior to the Annual Meeting.
- Applicants will be subject to a criminal back-ground check by the Town's Police Department.