

**APPOINTED TOWN CLERK POSITION AVAILABLE**  
**TOWN OF CHILTON, CALUMET COUNTY**  
**JOB DESCRIPTION AND PERFORMANCE APPRAISAL**

**EMPLOYEE:** Town Clerk, Town of Chilton

**REPORTS TO:** Town Board

**QUALIFICATIONS**

**Education**

. Minimum of an associate degree or equivalent combination of formal education and/or experience.

**Skills**

. Proficient in Word, Excel, Power Point and Town Hall Software with general ledger, payroll, accounts payable and financial report writing skills.

. Strong analytical and problem-solving skills.

. Superior verbal/written skills and presentation skills.

. Attention to detail.

. Work independently and able to prioritize duties.

. Proficient in use of internet, social media, and website management.

**JOB PURPOSE**

**Essential Functions**

The Town Clerk is a key town official who is involved in most aspects of town government. Wisconsin State Statute 60.33 sets forth various duties of the Town Clerk as follows:

. Clerk of Town Meeting

. Clerk of Town Board

. Maintains financial records and reconciles financial activities with Town Treasurer and County Treasurer.

. Performs election and appointment duties per Election Laws Chapters 5-12 in Wisconsin State Statutes.

. Publishes or posts ordinances and resolutions as required under Wisconsin Statute 60.80 and gives notice of the annual and special town meetings, as required by sections 60.11(5) and 60.12(3).

- . Performs duties under the public record law with regard to records of which the clerk is legal custodian.
- . Issues licenses or permits granted by the town board.
- . Performs clerk's duties relating to public instruction under chapters 115-121 in Wisconsin State Statutes.
- . Notifies the treasurer of property tax revenue, and completes all other required governmental reporting, including the annual CT report.
- . The clerk must perform duties required by law, ordinance or the lawful direction of the town meeting or town board, per Statute 60.33(11).
- . Assists the Building Inspector/Zoning Administrator with correspondence, billing, and electronic filing.
- . Works with Assessor to complete and file Statement of Assessment with Wisconsin Dept. of Revenue.
- . Drafts the budget, completes and files the Municipal Levy Limit worksheet, and drafts appropriate notices and resolutions for the Budget Public Hearing.
- . Works with Calumet County Treasurer to provide necessary financial information (mill rate, special assessments, PA-687, SOT) for tax billing purposes.
- . Conducts payroll, files monthly, quarterly, and annual state and federal withholding taxes; files quarterly UCT reports; creates and files W2, W3, 1099 and 1096 forms.
- . Trains and receives WI Election Commission access to process each election in their data base. Keep data base accurate throughout the year. Follow through all directions given by the WI Election Commission while conducting each election held.
- . Sustain and promote recycle habits with the WI DNR. Apply & process annual grant. Attend webinar and or in person training per requirements from the WI DNR or supporting recycle businesses.

**Secondary Functions:**

- . Secretary for Board of Review and Annual Meeting.
- . Compiles and edits articles for town newsletter/ annual report.
- . Updates and maintains the town website with assistance from website provider.
- . Coordinate & Process agreements for town hall rental(s).
- . Purchases town hall and office supplies.
- . Prepares notices and Request for Proposals.
- . Schedules appointments with vendors for Town Hall maintenance.
- . Interacts with Wisconsin Towns Association and Town's Attorney.

. Uses a proactive approach to problem solving and technological upgrades. Training will be provided as needed, through workshops and the Wisconsin Municipal Clerk's Association and the UWGB Clerk/Treasurer Institute.

. Fulfills any other duties as required by statute, or assigned by Town Board.

### **PERFORMANCE FACTORS**

**Attendance and Dependability:** The Clerk can be depended on to report to work at the scheduled time, and is seldom absent from work. The Clerk can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.

**Communication and Contact:** The Clerk communicates effectively, both verbally and in writing, with town officials and all other individuals inside and outside of the Town.

**Relationships with Others:** The Clerk works effectively and relates well with town officials and all other individuals inside and outside of the Town. The Clerk exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

**Accuracy and Reliability:** The Clerk ensures that the information process is accurate and can be relied upon. The Clerk provides timely reports and information. The Clerk maintains files that are current and up to date.

**Professional Standards:** The Clerk maintains professional standards as per Wisconsin Statutes, Town of Chilton, and the Wisconsin Municipal Clerk's Association.

**Compliance with all Wisconsin State Statutes:** The Clerk complies with all statutes pertaining to Town Government and Town Clerk responsibilities.