

POSITION DESCRIPTION/DUTIES  
TOWN OF LITTLE SUAMICO CLERK-TREASURER

The purpose of this job description is to clarify expectations between employer and employee; it may also be used in performance reviews. Duties shall include those in Sec. 60.33, 60.34 and 66.0607 of Wisconsin Statutes and others applicable. Responsibilities listed below do not include every task encountered. The clerk-treasurer is not a member of the town board and does not vote on any actions. The clerk-treasurer must comply with all state legislation, especially the code of ethics and Open Meetings Law, and will be expected to perform the following duties in a professional, confidential, prompt, and courteous manner:

**ADMINISTRATIVE DUTIES**

- Act as a key liaison between the town board, agencies, employees, and citizens.
- Prepare for and attend all town and town board meetings (days or evenings).
- Set up and administer elections, registration, voting; administer oaths.
- Perform clerk's duties related to school districts, highways, bridges.
- Prepare grant applications; investigate funding sources as board directs.
- Direct overall operation of the town hall, other buildings & property regarding usage.
- Consult with the town-appointed lawyer and appear in court as needed.
- Attend related training meetings or conferences (some out-of-town &/or overnight).
- Complete training for Certified Municipal Clerk & Treasurer within the first 5 years.
- Serve on town board of review if appointed and a resident or attend if not a resident.
- Perform all other duties required by law, ordinance or lawful direction of the town meeting or town board and comply with Town of Little Suamico policies.

**CLERICAL DUTIES**

- Serve as the town office receptionist; greet people who enter or phone in a friendly, professional manner; provide information and refer people to others as needed. Conduct general office activities; prepare meeting materials, order supplies.
- Serve as clerk of the town & town board meetings (days or evenings), posting notices, preparing agendas, presenting reports, taking minutes, keeping a record of proceedings.
- Prepare and maintain official town records, history, accounts, claims, and sales.
- Publish or post & record ordinances & resolutions, issue licenses & permits.
- Process contracts & agreements as directed by the town board.
- Receive, read, sort, distribute and file correspondence from citizens and other governmental agencies, reporting at monthly town board meeting.
- Compose letters; prepare, deliver reports to county, state & federal agencies.
- Maintain an up-to-date filing system; have all files accessible and available to the public in a timely manner allowing people to inspect and/or request copies.
- Give notice at least 15 days before open book is to be held by the assessor.

**FISCAL DUTIES**

- Receive and disburse town money; keep a finance book (computerized) with itemized accounts of all moneys received and disbursed; issue receipts for all funds received.
- Deposit as soon as practicable the town funds in appropriate town accounts in the designated depository; failure to comply is grounds for removal from office.
- Issue purchase orders prior to purchase; prepare vouchers and checks for bills.
- Manage payroll & payroll reporting, personnel issues, retirement, insurance.
- Assist in preparation of the town budget & annual financial statement (Form CT); maintain record of expenditures versus budget, presenting a monthly financial report.
- Perform the duties relating to taxation; give notice of property tax revenue and portions,
- Review assessment roll for errors, prepare tax roll by third Monday in December, collect first installment tax payments, issue tax receipts and dog licensing.
- Make records available for a financial audit at least once every year.

## POSITION QUALIFICATIONS - MINIMUM AND PREFERRED

### MINIMUM:

- Education: High school diploma
- Work experience in accounting
- Demonstrated proficiency in computer use for spreadsheets and word processing.
- Able to have a flexible work schedule, including evening board meetings and Saturdays
- Valid driver's license and dependable vehicle (mileage reimbursement for town business)
- Able to lift and carry 40 pounds
- Willing to complete training to become a Certified Municipal Clerk and Treasurer within the first five years of employment
- Able to be bonded (subject to background check)

### PREFERRED (in addition to above):

- Education: Associate or higher degree, or appropriate training such as Certified Municipal Clerk and Treasurer
- Work experience in both accounting and clerical
- Demonstrated proficiency in Quick Books and Microsoft Word and Excel
- Experience in business or governmental budgeting
- Grant application training or experience

## COMPENSATION AND EMPLOYMENT REVIEW PROCESS

Typical Work Week Schedule - The clerk/treasurer is expected to fulfill a 32-hour or more work week. Each week may present different demands, such as morning, afternoon &/or evening meetings; Saturday meetings or office hours; out-of-town meetings or training conferences; delivery of bank deposits; delivery of reports to county offices in Oconto; preparing notices, minutes, & reports, etc.

Salary - This will be an hourly position, full-time as a clerk/treasurer. Starting salary will be commensurate with education and experience. For the responsibilities expected, a starting pay range of \$35,000 +/- for full-time employment is anticipated, dependent upon qualifications.

Probationary Period - The probationary period for a clerk/treasurer should be 6 months with a 3-month review and a 6-month review by the town board. Thereafter, the town board will conduct performance reviews at least annually.