

**Town of Delavan  
Position Description**

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**Title:** Town Clerk

**Created / Updated:** February, 2021

**Department:** General Govt/Administration

**Reports To:** Administrator/Town Board

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**GENERAL PURPOSE:** The position of Town Clerk is responsible for carrying out the statutorily defined duties for a Town Clerk as shown in the Wisconsin State Statutes. This position acts as the front-line customer service position for the Town of Delavan by answering phones and providing customer service to all walk-in citizens. This position is in charge of Election Law compliance and administering all phases of elections. This position performs as clerk for Town Meetings and follows Open Meeting Law compliance including Meeting Agendas and Minutes. This position manages alcohol, business, and misc. licensing, and maintains all official records and documents of the Town of Delavan and serves as the official record keeper. This position also serves as Town Webmaster.

**SUPERVISION RECEIVED:** Appointed by the Board and reports to the Administrator for overall direction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Clerk shall:

1. Perform all duties as prescribed by Wisconsin Statutes 60.33.
2. Achieve Wisvote Certification to administer all phases of elections, including training election officials, staffing polling places, mailing military and absentee ballot requests, interpreting election laws and canvassing results, and delivering ballots to the County Clerk office.
3. Maintain Wisvote voter registration files in accordance with State Law, conduct voter registration, and purge files as required by statutes. Develop a poll list and use Badger-Books through the election process.
4. Prior to each election, make packets of filing papers for candidates, receive and check nomination papers, draw for placement on ballot, enter candidates in Wisvote, post and publish election notices, notify winners, prepare and administer oaths.
5. Prepare and post/publish Town Board and Committee Meeting agendas, and prepare meeting information packets for Town Board members and residents for the annual and budget meetings.
6. Attend and take minutes of Town Board Meetings and assist in various Committee Meetings when necessary.
7. Serve as a voting member of the Administrative Committee.
8. Organize Town Board business, recording official records, and administering adopted policies.
9. Schedule Open Book and Board of Review; publish legal notices of Open Book and Board of Review. Serve as clerk of the Board of Review, administer oaths, stay current with clerk BOR training requirements and facilitate required training for Town Board members.
10. Review state law changes regarding liquor and beer licensing. Prepare and mail out information regarding liquor, beer, cigarette, and bartenders licenses to all license holders. Receive, witness, and review applications for licenses pursuant to municipal ordinances and State Statutes and issue licenses in accordance with these regulations.
11. Publish notice of liquor license Public Hearings, prepare licenses approved by the Town Board, mail licenses (must be in establishments by July 1), file licensing information with the Department of Revenue.
12. File state required recycling, liquor license, cigarette license and other required reports.
13. Manage office supply and other supplies needed for Town Hall operations.
14. Participates in annual budget preparation specific to Town Hall operations.
15. Perform additional necessary clerical or other administrative duties as directed by the Town Board.

**PERIPHERAL DUTIES:**

1. Attend required meetings and participate in safety training programs when necessary.
2. Maintain knowledge and skills in office administration and clerical duties, office equipment and procedures.
3. Explore, implement and use new technology when appropriate for Town business.

**DESIRED MINIMUM QUALIFICATIONS:** Should be a Notary Public.

**SPECIAL REQUIREMENTS:** Must be bondable.

**EDUCATION, EXPERIENCE, AND TRAINING:**

1. Associate's or Bachelor's Degree in Business, Office Administration or training and experience that provides skills and abilities of office administration.
2. Five or more years experience in local government or business in an administrative capacity.
3. Knowledge of general government organization, management, and procedures.
4. Proficient with computers, Word Processing software and Microsoft Office Suite.
5. Knowledge in governmental operations and familiarity with federal, state, and local regulations as they pertain to the operation of the Town Clerk's office. Knowledge of Town Ordinances relative to the position.
6. Knowledge of office procedures and equipment including computer system.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Able to effectively organize, plan, schedule, and communicate with all levels of government and the public.
2. Able to work together with fellow workers as a team.
3. Must be patient and able to respond helpfully in stressful situations where there is a high level of activity and pressure.
4. Must be accurate and highly detail oriented.
5. Able to assume responsibility and work with a high level of independence.
6. Exhibit and use good grammar, spelling, punctuation, and math abilities.
7. Available for and willing to attend the annual Municipal Clerks Institute at UW-Green Bay (or other location).
8. Become a member of the Wisconsin Municipal Clerks Association (WMCA) and attend conference(s) and training sanctioned by the WMCA.

**TOOLS AND EQUIPMENT USED:** Telephone, personal computer, copy machine, adding machine, scanner, fax machine, postage machine, and customized municipal software programs, tax collections, Microsoft Office Suite including Word and Excel.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, hear, stand, and walk. The employee is further required to reach; use hands to finger, handle or operate objects, tools, or controls; reach with hands and arms; bend and stoop. Employee must be able to tolerate periods of close paperwork and use of a computer screen.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy during times when citizens visit the office on business. At other times the noise level is low. Frequent interruptions can, at times, be the norm. Having the ability to maintain concentration while focusing on multiple activities and interruptions is essential.

**SELECTION GUIDELINES:** Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.