

Clerk Duties and Responsibilities

The Town Clerk will have a good working knowledge of Outlook, Word, Excel and Power Point. A general knowledge of Quick Books. General good knowledge of computer use.

The Clerk will be required to learn and have a good knowledge of town ordinance and procedure to best answer residents' questions. Most weeks are a minimum of 25 hours per week. Certain times will require more hours.

The Clerk is responsible for all statutory requirements as listed under State Statute § 60.33. The Clerk is the administrator of all records produced during their time as Clerk.

General Duties

- **Answering phones and questions**
- **Taking in and pick up of Building Permits**
- **Emails**
- **Postal Mail**
- **Walk in residents**
- **Maintenance of Town Hall**
- **Respond to all open records requests**
- **Filing of all paperwork and reports (I use computer and backups)**
- **Organizing postings, publications and mailings for all meetings...Town Board, Planning and Zoning, Board of Adjustment, Board of Review and other general meetings**
- **Postings to Website**
- **Writing agendas for all meetings**
- **Taking of minutes for all Town Board meetings**
- **Delivery of meeting packets**
- **Entry of all decisions of the Planning and Zoning Committee to County**
- **Organize bills to present to Treasurer monthly**
- **Payroll, Federal Deposit, State Deposit, Unemployment Report and Federal 941 Report**
- **W2 Statements at years end (Social Security Site)**
- **Attend various trainings**

- **Mail bill payments**
- **Maintaining records of all contracts**

Election Duties

The Town Clerk is responsible for all elections throughout the year.

The clerk must be present at all elections.

- **Voter registration entry**
- **Absentee ballot applications entry**
- **Write Schedules for poll workers with Chief**
- **Post and publish notices for all elections**
- **Ballot order through County**
- **Training of poll workers**
- **Test Machines**
- **Check and updates of poll list**
- **Set up Town Hall for elections**
- **Send out absentee ballots as prescribed by statute**
- **Receive, enter and secure absentee ballots**
- **Reconcile post-election**
- **Delivery of paperwork after election to County Clerk and School Districts**

Various Reports to Enter (Not all inclusive)

- **Municipal Financial Report (DOR) May**
- **Recycling Annual Report (DNR) April**
- **Board of Review Member Training Affidavit (DOR) April**
- **Board of Review Recap (DOR and County) June**
- **Statement of Assessment (DOR) May**
- **Statement of Taxes (DOR) November**
- **Personal Property Report (DOR) May**
- **Maintenance of Effort (DOR) June**
- **Levy limit worksheet (DOR) November**
- **Tax Incremental Worksheet (DOR) November**
- **Special Charges by Property (County) October**
- **PA-687 Referendum or resolution report (County) November**
- **County Levy Spread Sheet (County) November**
- **PC-400 State and County Apportionment Form (DOR) November**
- **Memorandum of agreement (County) October**

- **Unemployment Report (DWD) Quarterly**
- **Federal tax deposit (Federal EFTPS) Monthly**
- **State tax deposit (DOR) Quarterly**
- **Federal tax form 941 (Federal) Quarterly**
- **Liquor License Report (DOR) June**
- **Storm Water Management MS4 Report (DNR) Contracted out but the clerk must approve and submit**
- **2% Fire Dues Submittal for Fire Dept Grant (DSPS) February**
- **Recycling Grant and Resolutions (DNR)**
- **Road Ratings Entry (DOT) November**

Various Meetings

- **Monthly Town Board Meetings**
- **Planning and Zoning Meetings as needed**
- **Board of Adjustment as needed**
- **Town Caucus for Board members in January**
- **Open Book Meeting Daytime**
- **Board of Review in May**
- **Annual Meeting in April**
- **Budget Meeting and Meeting of Electors End of October**
- **Meetings as needed for special events, ordinances, resolutions**

Trainings

- **WTA holds meetings for training clerks and board members throughout the year**
- **WTA holds an annual meeting and a district meeting each year**
- **WTA holds district meetings every other month**
- **UW Green Bay week long training. You need to budget for this**
- **County Clerk Election training throughout the year**
- **UW Extension training opportunities throughout the year usually zoom meetings**
- **DOR holds training meetings via zoom each year**
- **DOT holds training meetings via zoom each year**