

TOWN OF JEFFERSON
JEFFERSON COUNTY WISCONSIN
www.townofjefferson.com

**NOTICE: Accepting Applications for Appointed Town Clerk, Town of Jefferson,
Jefferson County, Wisconsin**

Date of Notice: November 20, 2014

Application instructions and a complete position description for appointed town clerk including the tasks and responsibilities, work conditions, and salary rate can be obtained by contacting the Clerk, Town of Jefferson by email at: blames@compufort.com. The application instructions and position description are also available as downloadable documents at www.townofjefferson.com (see *Notices*).

Applications are due, by email, to Bonnie L. Ames at: blames@compufort.com by close of business, Friday, December 12, 2014. Interviews will be scheduled between January 12 and January 16, 2015.

Questions regarding this notice, the application instructions, and the position description shall be directed by email to Nancy J. Emons, Supervisor III, Town of Jefferson, at emons@att.net.

The position of appointed clerk will start on April 21, 2015 with an intermediary period assigned as appointed deputy town clerk from February 17, 2015 through the time of appointment as town clerk.

The Town of Jefferson is an Equal Opportunity Employer.

**Application Instructions - Position Description: Town Clerk – Appointed
Town of Jefferson, Jefferson County, Wisconsin**

Make application via a cover letter with a summary of qualifications and contact information, and a resume including two references with their contact information as Word or pdf attachments by e-mail to:

Bonnie L. Ames, blames@compufort.com

Applications will be accepted until close of business Friday, December 12, 2014.

Interviews will be offered after January 6, 2015.

Offer of position will take place after February 2, 2015.

Start Date as Deputy Clerk: February 17, 2015.

Start Date as Clerk: April 21, 2015

Salary and conditions are set by the Jefferson Town Board of Supervisors.

Statutory Responsibilities of the Town Clerk

Perform the duties and responsibilities as required by Wisconsin State Statute 60.33 including election responsibilities under chapters 5-12, clerk of town meeting under 60.15, claims under 60.44 (2) (c), publish and posting notices per 60.80, publishing notices under 60.11 (5) and 60.12 (3), compliance with subchapter. II of chapter 19 related to records, issuing trade permits under 103.25 (3m) (b) and 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 performing all other duties required by law, ordinance or the lawful direction of the town meeting or town board (60.33 (11)).

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Routine Tasks and Responsibilities

- Prepare meeting space, recording equipment, and materials for the board and public.
- Coordinate with town chair on agendas including correspondence from board members, public and others.
- Take meeting notes, prepare minutes for approval, and reconcile with recorded meeting tapes as necessary.
- Act as statutory clerk to the Board of Review and Annual Meeting.
- Coordinate, prepare, and provide notices related to town resolutions and ordinances.
- Prepare and transmit official communications from the town chair, town board, and plan commission.
- Prepare and proof agendas and notices for public hearings, elections, election tests, Board of Review, Annual Meeting, special meetings, and quorum notices, and publish per state statutes.
- Maintain records for board, plan commission, public hearings, elections and tests, Board of Review, town Annual Meeting, election training certifications, and all other required certifications of board members and other town officials.
- Accept and review applicant materials for plan commission and Board of Review.
- Proof agenda items, prepare agenda and materials for transmittal to board chair for discussion and approval.
- Maintain communications with contracted Fire Service and EMS providers on contracts, reports, and fire fee transmittals.
- Receive “NFIRS” reports from three contracted emergency service providers, review and transmit to town treasurer.
- Monitor and maintain the equipment required to ensure function of the town clerk’s office, meetings and elections, including quotes and bids.
- Maintain a clerk’s log of phone, fax, and email contacts, requests, and communications.
- Receive and respond to public records requests.
- Administer website, including contact changes, insertion of notices, resolutions and ordinances, update calendar, respond to Contact Us, and provide text and technical changes as necessary.
- Prepare notices and receive, review, and issue town licenses to license holders within the town.
- Prepare and certify recycling reports and grant applications.
- Maintain road and bridge inventory and file reports with WiDOT in coordination with the town chair and town treasurer.
- Receive and approve contractor bond and insurance documents contemporaneously and annually.
- Prepare documents and provide information for the annual town insurance audit.
- Prepare and submit insurance claims as necessary.
- Maintain communications with the town attorney.
- Administer elections under State Statute Chapters 5-12.
- 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.
- Prepare and file 941 (quarterly reports) with Wisconsin DOR.

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- 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.
- Receive and compile bank statements, check copies, credit memos, invoices, statements, and petty cash account for transmittal to town treasurer.

Salary and Conditions:

Deputy Clerk: This is a salaried position under state stat. 60.331 effective 02/17/15. An annual salary of \$15,000 will be applied and paid monthly for the period of time fulfilling this position between 02/17/15 and 04/21/15. Only mandated benefits are provided to this position. A shared office with the incumbent clerk will be provided and a laptop computer, attendant technical equipment and software, and necessary supplies will be provided for work from a home office and the town office while in training and transition to clerk. The deputy clerk's location of work and activities will be established between the incumbent clerk and the deputy clerk upon start of deputy clerk's employment.

Clerk: This is a salaried position effective 04/21/15. An annual salary of \$30,000, paid monthly, has been set by the Town Board for the 2015 budget period. The Clerk's salary is determined and set annually as part of the Town budget development process. Only mandated benefits are provided to this position. An office, desktop computer, monitor, and attendant technical equipment and software will be provided to the clerk's office. A laptop, election equipment, and other necessary equipment and supplies will also be provided. Regular office hours will be maintained on behalf of the town board and to conduct election activities proscribed by state election officials. These hours, as determined by the town board of supervisors and the town chair, may include Saturdays or hours after 5:00 PM. The schedule of office hours will account for evening meetings, conventions, trainings, and other town activities that take place outside of the established town office. The initial appointment as town clerk will be for a period of one year.

Membership in the Wisconsin Municipal Clerk's Association and the Wisconsin Town's Association will be provided during employment.

Qualifications:

- The ability to work independently and efficiently to accomplish the tasks, duties, and responsibilities of the town clerk as directed by Wisconsin State Statutes, the town board chair, and the town board of supervisors.
- Typing, keying, and knowledge skills that demonstrate proficiency with Microsoft suite of Word, Excel, Access, Outlook, and other reporting functions to county, state, and federal agencies, and business vendors and contractors.
- The ability to implement internet navigation and research, web site administration, business communication standards, and technology standards.
- 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.
- Ability to represent the town board, town chair, and the clerk's position at interagency, intergovernmental, town, and public meetings.

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- Familiarity with municipal budgeting practices, financial statements, and business practices that support a municipal organization.
- Organization and coordination abilities that will effectively and independently manage the responsibilities of the town clerk's position, including conducting elections.

Individuals chosen for position interviews will be required to present:

- Legal and verifiable employment eligibility within the requirements of state and federal regulations.
- A valid state driver's license and proof of automobile insurance as required by the state of Wisconsin.
- Proof of municipal bonding eligibility.
- A writing sample based on an internet research exercise.

Questions regarding these application instructions and position description shall be addressed by email to: Nancy J. Emons, Supervisor III, Town of Jefferson, at emons@att.net.

Posted November 20, 2014