

## **POSITION TITLE: Clerk/Treasurer, Town of Verona, Dane County WI**

**Primary Objective of Position:** The Clerk/Treasurer position is a full-time, salaried position under the supervision of the Town Administrator/Planner. The Clerk/Treasurer is responsible for duties as outlined in Wisconsin Statutes 60.33, 60.331, 60.34 & 60.341, and the Town Code of Ordinances, in addition to other office management duties. Primary duties include managing elections, taxation, daily financial transactions, and licensing. The Clerk/Treasurer is also responsible for document retention, meeting notices, and Board records. This includes, but is not limited to:

### Elections

- Maintain adequate certification and training to execute election duties.
- Administer elections including conducting voter registration, issuing absentee ballots, producing poll lists, holding public tests of equipment, and providing training for poll workers
- Manage operations on Election Day.

### Taxation

- Work with the County to produce the Mill Rate Worksheet, Statement of Taxes, and other documents needed to produce tax bills.
- Manage the Board of Review process.
- Accept and process tax payments.

### Finances

- Process accounts receivable and payable in QuickBooks.
- Produce reports and work with the auditor as needed.
- Assist the Town Administrator and Town Board with the development of the annual Town budget.
- Complete the Levy Limit Worksheet.

### Board and Committee Coordination

- Work with the Administrator and Board Chair to prepare Board agendas as needed.
- Take and file Board minutes.
- Coordinate and post agendas for all committees.
- Serve as staff liaison to the Ordinance and Finance Committee.
- Coordinate with the Planner/Administrator on Plan Commission functions in order to be able to review and sign documents.

### Records and Ordinances

- Maintain Town Board and Commission files including minutes and agenda, resolutions, ordinances and related files.
- Update and generate ordinances as needed.

## Office Communications

- Provide customer service support in response to in-person, mail, telephone and personal inquiries. Answer general inquiries from the public regarding tax parcel information, tax collections, special assessments, and other topics as needed.
- Provide administrative support to the Town Board and various commissions and committees as needed.
- In coordination with the Town Chair and Administrator/Planner, appoint a Deputy Clerk/Treasurer as a limited term employee if needed.
- Respond to open records requests as per the WI DOJ guidelines and AG advice.

### **Minimum training/experience required**

- Bachelor's degree (or equivalent experience) and 3 to 5 years of municipal experience.
- Certification as a municipal clerk/treasurer.
- Ability to work with the following software - Microsoft Office, MS Word, Excel software programs, Quick Books, voter and tax collection software.
- Wisconsin Certified Municipal Clerk (WCMC) certification is a plus.

### **Preferred training/experience**

- Working knowledge of town and county ordinances, state laws and administrative procedures, and other regulations pertinent to the governance and welfare of the Town of Verona.

### **Physical requirements**

- Ability to function in an office environment.

### **Adaptability**

- Ability to work as part of a team with respect and open communication with other staff and town board.
- Ability to work closely with town residents and others by responding verbally and in written form to requests and provide information from files and records.
- Ability to keep clear and concise records, interpret and apply ordinances rules and regulations.
- Ability to react to change productively and to handle other tasks as assigned.

### **Hours and salary**

Normal work hours are 8:00 a.m. to 4:00 p.m. Monday thru Friday. Flexibility is provided to accommodate regularly required evening meetings.

Salary: range from \$49,000 to \$54,000 commensurate with experience

Benefits: Wisconsin Retirement System, health insurance, sick leave, vacation time and holiday pay as outlined in the Town of Verona Personnel Manual.

The Town of Verona is an equal opportunity employer.