

Town of Jacksonport

**Town Clerk/Treasurer**

Job Duties

**Administrative Duties**

- Prepare and distribute meeting notices and agendas complying with Wisconsin open meeting law.
- Attend all Town Board meetings (monthly), elector meetings and other meetings as requested.
- Record and prepare the minutes of the proceedings of all general or special meetings of the Town. Distribute copies to board members and maintain copies of such proceedings in the town's permanent file.
- Develop and maintain specific job descriptions for all town employees.
- Assist with obtaining resources, composition and editing of new ordinances, resolutions and guidelines. Assure compliance with Wisconsin Statutes for publication of such.
- Maintain town paper and electronic files and the town website.

**Election Duties**

- Follow state regulated procedures for elections including; postings of elected positions, circulation of nomination papers, ballot preparation poll worker instruction, polling place preparation, post-election procedures, ballot canvassing, filling of reports, issuance of oaths of office.
- Attend and maintain annually State required election training; attend election training sessions conducted by Door County.
- Develop and provide election training for poll workers implementing process and procedures to assure compliance with County and State specifications.

**Board of Review/Property Tax Collection Duties**

- Prepare and post notification of Open Book and Board of review sessions.
- Attend the BOR and prepare the minutes of the proceedings. Prepare notification to the property owner of the outcome/decisions as applicable.
- Prepare required documents for the County and State regarding tax roll, mill rates and special assessments.
- Prepare and mail the tax billings
- The County currently collects the tax payments. The town clerk/treasurer settles the taxes with the county and other taxing jurisdictions and prepares the state and county tax collections reports.

**Other Duties**

- Prepare and file required forms for various grant/aid programs (roads, recycling, etc.).
- Issued approved licenses for liquor, soda, cigarette, operator and other. Publish notices of license application as required by law.
- Compose correspondence as necessary related to the position.
- Respond to public record's requests within the statutory time period.

- Perform other duties as requested.

### **Treasurer's Duties**

- Prepare and make deposits of all funds received.
- Prepare and distribute checks to vendors as approved by the board.
- Assist in the preparation of the annual budget.
- Collect dog license fees and issue dog licenses.
- Prepare monthly financial statements to include YTD revenues and expenditures and a reporting of current fund balances, including the breakdowns of restricted and dedicated funds in those accounts.
- Collect building permits, fees and fines from the building inspector.
- Reconcile the monthly bank statement.
- Complete the annual workmen's compensation audit.

### **Qualifications:**

- Education: Associate degree in business, human resources, or accounting OR comparable work experience in one of these areas is required.
- Valid Wisconsin Driver's License. Must be bondable.
- Experience:
  - Three to five years of experience in financial management, budget preparation, accounting, personnel, or administration.
  - Working knowledge of government budgeting, finance, public relations preferred.
  - Strong oral and written communications skills.
  - Working knowledge and proficiency with Microsoft Word and Excel required. Working knowledge of QuickBooks a plus.

### **Personal Attributes Required:**

- Ability to exercise discretion in management of confidential information.
- Ability to make independent decisions on matters related to principal duties.
- Ability to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedure exists.
- Ability to establish and maintain effective working relationships by using appropriate interpersonal skills.

### **Special Factors**

- Ability to work extended hours during elections.
- Night time meetings as required.

### **Disclaimer**

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. The employee holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.