Town of Troy

Walworth County, Wisconsin

**Clerk/Treasurer: Job Description**

The purpose of this job description is to clarify the expectations between employer and employee; it may also be used in performance reviews. Duties shall include those in Sec. 60.33, 60.34 and 66.0607 of the Wisconsin Statutes and any other applicable statute. Duties below do not include every task encountered; additional duties may be assigned by the Town Chair and/or the Town Board at their sole discretion. The clerk-treasurer is not a member of the Town Board and does not vote on any actions. The clerk-treasurer must comply with all state legislation, especially the Code of Ethics and the Open Meetings Law, and will be expected to perform the following duties in a professional, confidential, prompt and courteous manner.

**Job Qualifications:**

* Education: High school diploma, an Associate or bachelor’s degree preferred.
* Work experience in accounting
* Demonstrated proficiency in computer use including Microsoft Office and Marge Accounting Software.
* Able to have flexible work schedule, including evening board meetings and Saturdays
* Valid driver’s license and dependable vehicle
* Able to lift and carry 40 pounds
* Willing to complete training and become a Certified Municipal Clerk and Treasurer within first five (5) years of employment
* Able to be bonded and a notary public (subject to background check)
* Knowledge of Elections.
* Confidentiality agreement part of contract.

**Administrative Duties:**

* Act as key liaison between Town Board, agencies, employees and citizens.
* Prepare for and attend all Town and Town Board meetings (days and/or evenings).
* Set up and administer elections, registration, voting; oaths.
* Perform clerk duties related to school districts, highways and bridges.
* Prepare grant applications; investigate funding sources as board directs.
* Direct overall operation of the Town Hall, other buildings & property regarding usage.
* Attend related training meetings or conferences (some out-of-town and/or overnight).
* Complete training for Certified Municipal Clerk &Treasurer and obtain certification within five years.
* Serve on Town Board of Review if appointed and a resident, or attend if not a resident.
* Train Administrative Assistant on all duties of town clerk/treasurer position.
* Perform all other duties requires by law, ordinance or lawful direction of the Town meeting or Town Board and comply with policies in the Town of Troy Employee Handbook.
* Sphere head safety program.

**Clerical Duties:**

* Serve as the Town’s office receptionist; greet people who enter or phone in a friendly, professional manner; provide information and refer people to others as needed. Conduct general office activities; prepare meeting materials, order supplies.
* Serve as the clerk of the Town & Town Board meetings (days and/or evenings), post notices, prepare agendas, present reports, take minutes, keep a record of proceedings.
* Prepare and maintain official Town records, history, accounts, claims and sales.
* Publish or post and record ordinances and resolutions; issue licenses and permits.
* Process contracts and agreements as directed by the Town Board.
* Receive, read, sort, distribute and file correspondence from citizens and other governmental agencies, and report on such correspondence at monthly Town Board meetings.
* Compose letters; prepare, deliver reports to county, state and federal agencies.
* Maintain up-to-date filing system; have all files accessible and available to the public in a timely manner so as to allow people to inspect and/or request copies.
* Give notice at least 15 days before open book is to be held by the assessor.
* Duties are held to a strict time line.

**Fiscal Duties:**

* Receive and disburse Town money; keep a finance book (computerized) with itemized accounts of all moneys received and disbursed; issue receipts for all funds received.
* Deposit as soon as practicable the Town funds in appropriate Town accounts in the designated depository.
* Issue purchase orders prior to purchase; prepare vouchers and checks for bills to be signed by the Town Chairperson and one supervisor.
* Manage payroll and payroll reporting, personnel issues, retirement and insurance.
* Assist in preparation of Town budget and annual financial statement (Form CT); maintain record of expenditures versus budget, presenting a monthly financial report.
* Perform the duties relating to taxation; give notice of property tax revenue and portions.
* Review assessment roll for errors, prepare tax roll by third Monday of December, prepare and mail tax bills, collect first installment, issue tax receipts.
* Make records available for financial audit at least once every year.

**Compensation, Benefits and Employment Review Process:**

* The clerk/treasurer position is full-time and is expected to work, at a minimum, a 40-hour workweek.
* The clerk/treasurer is a salary position, and the position is exempt from overtime under the Fair Labor Standards Act.
* The starting salary is based on education and relevant experience. The salary shall be reviewed annually by the Town Board.
* The clerk/treasurer position is subject to a six-month probationary period and a six-month review by the Town Board. Thereafter, the Town will conduct a performance review of the position at least annually.
* Benefits include paid vacation, paid holidays, health insurance, sick leave and retirement as provided in the Town of Troy Employee Handbook.

Approved by the Town Board