

**POSITION DESCRIPTION/DUTIES**  
**TOWN OF BARNES CLERK/TREASURER**

The purpose of this job description is to clarify 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 Wisconsin Statutes and others applicable; responsibilities listed below do not include every task encountered. 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 Open Meetings Law and will be expected to perform the following duties in a professional, confidential, prompt and courteous manner:

**ADMINISTRATIVE DUTIES**

- Act as a key liaison between the town board, agencies, employees and citizens
- Prepare for and attend all town and town board meetings (days or evenings)
- Set up and administer elections, registration, voting; administer oaths
- Perform clerk's duties related to school districts, highways, bridges
- Prepare grant applications as needed; investigate funding sources as board directs
- Direct overall operation of the town hall, other buildings & property regarding usage
- Consult with the town-appointed attorney and appear in court as needed
- Attend related training meetings or conferences (some out of town &/or overnight)
- Complete training for Certified Municipal Clerk & Treasurer within the first 5 years
- Serve on town Board of Review (if appointed and a resident) or attend if not a resident

- **Perform all other duties required by law, ordinance or lawful direction of the town meeting or town board, and comply with policies in the Town of Barnes Employee Policy Handbook**

#### **CLERICAL DUTIES**

- **Serve as the town 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 and order supplies**
- **Serve as clerk of the town & town board meetings (days or evenings), posting notices, preparing agendas, presenting reports, taking minutes, keeping a record of proceedings**
- **Prepare and maintain official town records (including cemetery), history, accounts, claims and sales**
- **Publish or post & record ordinances & resolutions; issue licenses & permits**
- **Process contracts & agreements as directed by the town board**
- **Receive, read, sort, distribute and file correspondence from citizens and other governmental agencies, reporting at monthly town board meeting**
- **Compose letters; prepare, deliver reports to county, state & federal agencies**
- **Maintain an up-to-date filing system; have all files accessible and available to the public in a timely manner allowing people to inspect and/or request copies**
- **Give notice at least 15 days before open book is to be held by the assessor**

#### **FISCAL DUTIES**

- **Receive and disburse town money; keep a finance book (computerized) with itemized accounts of all monies received and disbursed; issue receipts for all funds received**

- Deposit as soon as practical the town funds in appropriate town accounts in the designated depository; failure to comply is grounds for removal from office
- Prepare vouchers and checks for bills to be signed by the Town Chairperson and one supervisor as needed.
- Manage payroll & payroll reporting, personnel issues, retirement, insurance
- Assist in preparation of the town budget & annual financial statement (Form CT); maintain record of expenditures versus budget, present 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 in December, prepare and mail tax bills, collect first installment, issue tax receipts
- Make records available for a financial audit at least once every year.
- And any other duties as assigned

#### **POSITION QUALIFICATIONS – MINIMUM AND PREFERRED**

- Education: High school diploma
- Work experience in accounting
- Demonstrated proficiency in computer use for spreadsheets and word processing
- Able to have flexible work schedule, including evening board meetings
- Valid driver's license and dependable vehicle (mileage reimbursement for town business)
- Able to lift and carry 40 pounds
- Willing to complete training to become a Certified Municipal Clerk and Treasurer within the first 5 years of employment
- Able to be bonded and a notary public (subject to background check)

### **PREFERRED QUALIFICATIONS (in addition to above):**

- **Education:** Associate or higher degree, or appropriate training such as Certified Municipal Clerk &/or Treasurer
- **Work experience** in both accounting and clerical
- **Demonstrated proficiency** in Quickbooks and Microsoft Word & Excel
- **Experience** in business or governmental budgeting
- **Grant application training** or experience
- **Resident** of the Town of Barnes

### **COMPENSATION AND EMPLOYMENT REVIEW PROCESS**

**Typical Work Week Schedule:** The clerk/treasurer is expected to fulfill a 40 hour or more work week. Each week may present different demands, such as morning, afternoon and/or evening meetings; Saturday meetings or office hours; out-of-town meetings or training conferences; delivery of bank deposits; delivery of reports to county offices in Washburn; preparing notices, minutes and reports, etc. However, residents need to have dependable schedule of days and hours in which they can conduct business with the clerk/treasurer at the town office. So, to meet the demands of flexibility and dependability at the town office, a typical week's schedule is as follows:

**Monday: 8am-12pm – Office hours at town office**  
**1pm-4pm – Office hours at town office**

**Tuesday: 8am-12pm – Office hours at town office**  
**1pm-4pm – Office hours at town office & possible**  
**5:30-9pm – attend town board meeting once per**  
**month or more often as needed**

**Wednesday: 8am-12pm – Complete clerk/treas. duties if needed**  
**1pm-4pm – Complete clerk/treas. duties if needed**

**Thursday: 8am-12pm – Office hours at town office**  
**1pm-4pm – Office hours at town office**

**Friday: 8am-12pm – Office hours at town office**  
**1pm-4pm – Office hours at town office**

**Salary –Starting salary will be commensurate with education and experience.**

**Probationary Period- The probationary period for a deputy clerk/treasurer should be 6 months with a 3 month review and 6 month review by the town board. Thereafter, the town board will conduct performance reviews at least annually.**

**Benefits-Available in accordance with current town policy and the employee will be eligible for paid health, life and disability insurance.**

**Retirement-The town is enrolled in the Wisconsin Retirement System and is in effect upon hire. The employee and employer both contribute 6.5% of wages (subject to annual change).**

**Vacation & Holidays- Current town policy provides for eight paid holidays (New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day), and 1 week of vacation after 1 year of employment, 2 weeks after 2 years, 3 weeks after 5 years and 4 weeks after 15 years.**

**Sick and/or Personal Leave-In accordance with town policy, 40 hours per year after 1 year of service up to a maximum of 420 hours.**