

TOWN OF OTTER CREEK
Job Description

Job Title: Clerk/Treasurer
Reports To: Town board
Prepared Date: November 6, 2022

SUMMARY

Under the general direction of the town board of the Town of Otter Creek and Wisconsin State Statutes, this position plans and administers the administrative functions of the Town of Otter Creek by performing the following duties personally.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

In compliance with Wisconsin State Statutes 60.33 and 60.34, performs the following statutory duties, which are common to all Clerks and Treasurers in the State of Wisconsin.

- serves as clerk of the town meetings under Wisconsin State Statute 60.15
- serves as clerk of the town board, attends meetings of the board and keeps a full record of its proceedings
- files all accounts approved by the town board or allowed at town meetings and enters a statement of the accounts in the town's record books
- files with the town board claims approved by the clerk, as required under Wisconsin State Statute 60.44 (2)(c)
- maintains a finance book, which contains a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board
- performs the duties required by Wisconsin State Statutes chapters 5 through 12 relating to elections
- transmits to the county clerk, within 10 days after election or appointment and qualification of any town supervisor, treasurer, assessor or clerk, a written notice stating the name and post office address of the elected or appointed officer and promptly notifies the county clerk of any subsequent changes in such offices
- publishes and/or posts ordinances and resolutions as required under Wisconsin State Statutes 60.80
- gives notice of annual and special town meetings as required under Wisconsin State Statutes 60.11(5) and 60.12(3)

- complies with subchapter II of chapter 19 of Wisconsin State Statutes concerning any record of which the clerk is legal custodian
- issues any license or permit granted by the town board after receiving payment for any required fee under local ordinance(s)
- performs the clerk's duties under Wisconsin State Statutes chapter 125 relating to Alcohol Beverage license and Operator's license (commonly called bartenders licenses)
- performs the clerk's duties under Wisconsin State Statutes chapters. 115 to 121 relating to public instruction
- within 10 days after the clerk's appointment, reports his or her name and post office address to the administrator of each cooperative educational service agency, which contains any portion of the town. Also reports to the administrator the name and post office address of each school district clerk within 10 days after the name and address is filed in the clerk's office
- makes and keeps in the clerk's office a map of the town, showing the exact boundaries of school districts within the town
- apportions, as provided by law, tax revenues collected by the town for schools
- performs the duties specified in Wisconsin State Statutes chapter 82, relating to highways, bridges and drains
- notifies the treasurer of the county in which the town is located, by February 20, of the proportion of property tax revenue and of the credits under Wisconsin State Statute 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the town
- performs all other duties required by law, ordinance or lawful direction of the town meeting or town board
- receives and takes charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburses the money under Wisconsin State Statute 66.0607
- keeps an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. Issues numbered receipts for all funds received. At the request of the town board, presents the account books, and any supporting documents requested, to the board
- deposits as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office.
- when money is deposited under the above paragraph, the treasurer and the treasurer's sureties are not liable for any loss as defined in Wisconsin State Statutes 34.01(2). The interest arising from the money deposited shall be paid into the town treasury
- complies with subchapter II of chapter 19 of the Wisconsin State Statutes, concerning records of which the treasurer is legal custodian
- performs all of the duties relating to taxation required of the town treasurer under Wisconsin State Statutes chapters 70 to 79

Performs the following duties which are specific to the position of Clerk/Treasurer:

- Acts as Clerk/Treasurer of the Town of Otter Creek; reports to the Town Board, submits recommendations on Town policies and services, implements policy decisions, and advises the Town Board of municipal matters.
- Administers the Town Dog Licensing program.
- Administers the Town Land Use Plan program.
- Participates in committees, municipal organizations and associations to keep abreast of current municipal developments.
- Provides public relations services and represents the Town of Otter Creek at district, regional and state functions.
- Reviews and approves purchases of materials within budgetary guidelines and in accordance with Town purchasing policies.
- Prepares annual budget information.
- Contract with Dunn County Treasurer to collect initial tax payments through the end of January
- Prepares settlement calculations and documentation for the County.
- Establishes public office hours in light of community needs and convenience.
- Plans, organizes, and administers programs and procedures pertaining to municipal services.
- In accordance with Wisconsin Statute 60.37(3)(b), the town Clerk/Treasurer shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school degree or GED minimum requirement, with experience using Word Processing and Excel. It is beneficial to have additional degree or certification such as Business Administration, Office Management, Accounting, or Records Management. QuickBooks software system is available for use if desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, respond to questions of officials, clients, customers, and the general public in english.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical and legal instructions in both mathematical and verbal form and deal with several abstract and concrete variables.

OTHER SKILLS

Must be able to effectively manage work prioritization in response to deadlines and filing requirements. Must be able to effectively communicate with and coordinate activities with other municipal and community agencies.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The schedule for this position is flexible, recognizing that this position mainly works from their home base, and may require frequent evening or weekend hours.

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