

Town Clerk / Deputy Town Clerk
Shared Duties Job Description
Town of Seneca, Wood County

Revised & Updated March 23, 2023

Overview & Essential Function(s) Agreement is to divide the monthly salary of \$833 in half, plus per diems, mileage and any expenses. The main function between the two positions is to help one another, to complete the essential functions of this position. Sharing the position is extremely important in order to accomplish the requirements set forth by State Statute.

The town clerk is APPOINTED, as needed. This position serves as a liaison, ALONG WITH THE DEPUTY CLERK, whom is also APPOINTED, as needed, by the Town Clerk or his/her designee, among town board and committee members, town employees, county and state agencies, and the general public. Time commitment and activity levels vary month-to-month. This position is approximately 30 hours per month, sometimes less, sometimes more due to election duties. The person hired may work from home or from the Town Hall. You will be provided with a laptop computer. All expenses needed to perform the duties of the position will be paid for by the Town.

MUST BE A RESIDENT OF WOOD COUNTY, WISCONSIN.

Records Management

Clerk

- Attends board & zoning meetings and records detailed minutes of the proceedings
- Records & reviews all official business (phone calls, email's, etc.) of the town.
- Fulfills federal and state census reporting and survey requests
- Processes all paperwork and contracted services reporting associated with local fire departments and ambulance provider

Deputy Clerk

- Transcribes detailed minutes of the proceedings and creates agendas for all meetings.
- Submits publications and postings of any required legal notices through Gannett Legals
- Responsible for maintaining town website: <https://townofsenecawoodcovi.gov/>
- Administers town's recycling unit (RU) and submits required reports to DNR

Clerk & Deputy Clerk Shared Responsibilities

- Serves as custodian of all town public records; organizing, archiving, etc.
- Maintains fireproof storage of town permanent records and tax rolls
- Responsible for town e-mail account support through host "TownWeb" of our website and email address.gov accounts.
- Providing timely responses to public and outside agency requests via phone or email.
- Prepares resolutions, correspondence, etc. as directed by the board.
- Purchases town supplies as needed

Personnel

Clerk

- Issues and maintains oaths and bonds for all town officials, including election officials.
- Onboarding of all new employees, completion of state and federal hire forms.

Deputy Clerk

- Serves as town agent for mandatory quarterly random drug testing. These are received via email. Simply forward to the Town Chairman and they will complete the process.

Budget and Finance

Clerk (Primary) – Deputy Clerk (Back-Up & assistance as needed)

- Prepares all financial statements and reports, including Form CT.
- Collaborates with town board to prepare annual budget and town annual report.
- Provides periodic budget updates and informs of any expenditure exceeding budget.
- Maintains accounting software programs and updates including payroll, general ledger, receipts and disbursements for town finances using Intuit Quick Books.
- Maintains all EFT (electronic fund transfer) online billing accounts.
- Prepares and reviews all town bills for propriety and payment.
- Provides one-of-three required signatures on all town checks

Elections - Both Clerk & Deputy Clerk will share these duties.

- Oversees all federal, state and county elections within the town as mandated by the WI Government Accountability Board (GAB)
- Submits postings of any mandatory election notices in required timeframe
- Works with vendor on any election equipment issues and maintenance
- Available two weeks prior to each election for absentee ballot processing
- Supervises and directs poll workers and provides ongoing training
- Attends required training to maintain certification
- Works with local school districts on town-related election matters

Payroll

Clerk

- Administers payroll, completes federal and state tax withholding and unemployment reporting.
- Assures through Intuit Quick Books that quarterly & year-end payroll reporting requirements, including W-2's and 1099-MISC tax forms are accurate & mailed out to all employees. This is primarily handled by Quick Books.
- Assures all timesheets are handed by the last day of the month or earlier if needed so they can be processed in Quick Books according to the next meeting date, 1st Wednesday of month.

General Administration

Clerk

- Maintains and picks up mail from the local post office.
- Works with town's designated insurance agency to maintain current policies in force
- Completes annual insurance audit and obtains certificate of liability insurance forms from applicable contractors
- Fulfills county and state reporting requirements for grants and government aid.

Deputy Clerk

- Assists Town Clerk with responding to inquiries via phone, email, text, etc.
- Issues and maintains town's alcohol beverage and operator licensing with DOR
- As needed, pick up and distribute mail from the WI Rapids post office (PO Box 94).

Clerk & Deputy Clerk Shared Responsibilities

- Serves as a member of the town's board of review, if needed.
- Attends county and statewide town association meetings
- Attends various training sessions, meetings and seminars pertinent to clerk position
- Assists the board with implementation of policies, procedures and mandates
- Performs all other town clerk duties as assigned and defined under 60.33 of the WI Statutes

Abilities and Skills Set

1. Has working knowledge of Intuit Quick Books.
2. Ability to prepare accurate, detailed meeting minutes of all proceedings. Clerk to be present at all meetings to record minutes. Deputy Clerk will transcribe minutes, post agendas, minutes, notices, announcements on Town Web website.
3. **Previous clerk experience highly recommended, but not necessary.**
4. Basic understanding of MS-Word, MS-Excel, and e-mail and town accounting software
5. Knowledge of fundamental municipal accounting principles and practices
6. Familiarity of roles and responsibilities of other board and committee members
7. File management (paper and electronic) and business-writing skills
8. Proficient analytical, communication and record-keeping skills
9. Cognizant of current events affecting towns at both the local and state levels
10. Familiarity with local, state and federal rules and regulations pertaining to towns and municipalities.

For questions, please contact Chairman, Dean Oilschlager at chairman@townofsenecawoodcovi.gov or 715-323-4326

**DO NOT APPLY FOR THIS POSITION IF YOU ARE WITH AN AGENCY
INQUIRING TO HANDLE OUR BOOKS.**