

TOWN OF EDEN JOB DESCRIPTION – TOWN CLERK

Position Title: Town Clerk (Appointed)

Department: Administration / Clerk's Office

Reports To: Town Chair (immediate supervisor) and Town Board

Effective Date:

Position Summary

The Town Clerk performs all statutory duties prescribed by Wis. Stat. § 60.33 and other applicable state laws, as well as additional duties assigned by the Town Board or Town Meeting. The Clerk serves as the official custodian of Town records, chief election official, and provides essential administrative support to ensure transparent, efficient, and compliant local government operations. This position requires a high degree of integrity, attention to detail, and public service orientation.

Office Hours

Office hours shall total approximately 5 hours per day, with flexible scheduling. The Clerk shall be present at Town Hall at least one day per week, may differ set by employment contract, preferably Wednesdays. Additional hours, including evenings, are required as necessary to attend Town Board meetings, elections, and fulfill statutory deadlines.

Compensation and Benefits

- Hourly Rate (Set by Contract).
- Average Hours: Approximately 25 hours per week.
- Personal Time: (Set by Contract).
- Vacation Time: (Set by Contract).

Personal time and vacation time do not carry over from year to year.

Overtime compensation applies only after 40 hours worked in a single workweek, excluding time taken as personal time or vacation.

This is an "at will" position

Essential Duties and Responsibilities

The following are primary duties to include all listed in (Wis. Stat. § 60.33); other duties may be assigned as directed by the Town Board.

- 1. Clerk of Town Meetings and Board (Wis. Stat. § 60.33(1)– (2))**

- Attend all Town Board, Town Elector, and other assigned meetings.
- Prepare agendas, record and maintain official minutes, and preserve proceedings.
- File approved accounts and claims.

2. Elections Administration (Wis. Stat. § 60.33(4); Chapters 5–12, Wis. Stats.)

- Responsible for conducting the election for the Town of Eden. In addition, serving as one of the chief election officials for all federal, state, and local elections.
- Manage voter registration, absentee ballots, polling operations, and the WisVote system jointly with Iowa County Clerk.
- Train and supervise election inspectors; report results to the County Clerk.
- Handle nomination papers, candidate filings, and election notices.
- Stay current with ElectED required trainings

3. Records Management and Public Access (Wis. Stat. § 60.33(7); Subchapter II, Chapter 19)

- Maintain custody of all official Town records, ordinances, resolutions, contracts, and documents.
- Respond to public records requests in compliance with Wisconsin law.
- Publish or post required notices and legal advertisements (§ 60.80).

4. Finance and Administrative Support (Wis. Stat. § 60.33(3))

- Maintain the Town finance book (currently Quickbooks) with complete records of receipts and disbursements to include payroll and benefits.
- Assist with budget preparation, financial reports, and audits as directed.
- Issue licenses and permits. Keep town policies and reports up to date.
- Work with Iowa County Treasurer to prepare Tax Bill info sheet (Mill Rate worksheet, Municipal Levy Limit worksheet, etc).
- Work with Treasurer to produce end of year Financial Annual Report. Prepare and submit the Municipal Financial Report.

- Role of HR Administration which includes but not limited to payroll, tax filings, Wisconsin Department of Employee Trust Funds (ETF) filings and training of Insurance and Wisconsin Retirement System.
- Follow and submit required State of Wisconsin Department of Revenue (DOR), Department of Safety and Professional Services (DPS),

5. Additional Duties

- Provide notice of meetings, Board of Review, and Open Book sessions.
- Execute conveyances of Town real property.
- Notify the County Clerk and others of officer changes.
- Attend training and maintain knowledge of evolving statutes and best practices.
- Support the Town Board with correspondence, resolutions, and policy implementation.
- Comply with any requirements set forth by state agencies for reporting and deadlines set forth by the agency.

6. Maintain compliance with Town of Eden Employee Handbook and policies.

7. Maintain Town of Eden website

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in public administration or related field preferred.
- Prior municipal experience, especially in clerk or elections duties, strongly preferred.
- Proficiency in Microsoft Office, QuickBooks, WisVote, and other municipal software.
- Ability to obtain and maintain bond.
- Excellent written and verbal communication, organizational skills, and attention to detail.
- Ability to work independently, manage confidential information, and interact professionally with the public, officials, and staff.

Working Conditions

- Primarily office-based with regular public contact on scheduled office days.
- Subject to statutory deadlines and public scrutiny.
- Evening and occasional weekend hours required for meetings and elections, in addition to regular office hours.

Adopted/Approved by the Town Board of the Town of Eden: