

Town of Bradley

Appointed Clerk & Deputy Clerk

Job Description

GENERAL DEFINITION OF WORK:

- Perform all administrative work (Clerk per S. 60.30(1e) and S. 60.33, Deputy Clerk per S. 60.331) and activities of the office of the Clerk and Deputy Clerk for the Town of Bradley. Provide assistance and related work as required for the Town Board, Treasurer, Road Supervisor, Road Consultant, Cemetery Sexton, Assessor, etc. Work is performed under the general supervision of the Town Board.
- Work responsibilities include the preparation and maintenance of all town records and other official municipal documents (per S. 19.35 public records custodian), supervision of elections within the town, recording various documents and vital statistics. Work involves extensive public contact in collecting various files and providing information and in issuance of licenses and permits. Work is performed in accordance with the town, ordinances and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Planning, organizing and directing Town Clerk activities; coordinating work with the Town Board, Treasurer, Road Supervisor, Road Consultant, Cemetery Sexton, Assessor, etc.; preparing and maintaining official records and files. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Prepare the town payroll, vouchers, and bills for the month and distributes the checks to the appropriate entity.
- Per S. 19.35 be the custodian of all the public records, ordinances, resolutions, contracts, agreements and minute books; executes legal documents; maintains official Town Code of Ordinances book, official town seal, and distributes updates.
- Attends Town Board, Public Hearings, Board of Review, and Special meetings; record minutes from these meetings; processes all ordinances, resolutions and other actions of the Town Board, Treasurer, Road Supervisor, Road Consultant, Cemetery Sexton, Assessor, etc.
- Plans and supervises the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the Lincoln County Clerk; supervises voter registration functions.
- Prepares, compose, type replies and validates official documents; oversees posting of official notices, ordinances, handling correspondence, public inquiries, mail, and advertisements; records papers with the Federal, State and County governments as needed; swears in Town Elected Officers as necessary.
- Prepares material for submission to the Town Board to include agendas, reports, budget and supporting information.
- Interprets town ordinances, resolutions, and rules and regulations and established policies in providing information to the public; serves as liaison between the Town Board and the public with respect to such matters as complaints, requests and suggestions; handles many of these issues independently unless direct involvement of a Town official is required.
- Researches and compiles information as requested by the Town Board, Treasurer, Road Supervisor, Road Consultant, Cemetery Sexton, Assessor, etc. Arrange appointments, schedules, meetings and conferences for the Town Board.
- Assists citizens with inquiries into official Town Board actions, agenda questions and related matters.

- Performs special project work as requested by the Town Board, Treasurer, Road Supervisor, Road Consultant, Sexton's, Assessor, etc.; handles confidential information.
- Prepares, composes and types correspondence, letters, memoranda and other directives for the Town Board, Treasurer, Road Supervisor, Road Consultant, Cemetery Sexton, Assessor, etc.
- Supervises the issuance of, or issues, various licenses such as liquor and dog licenses, and maintains all records in relation thereto.
- Accounts for all town monies received by him/her in such manner as the Treasurer may prescribe.

TOWN BOARD:

- Assists the Town Board with Personnel Policy administration, employee files, employee training, research, correspondence, office management, assessment centers, and other projects.
- Ensures strict confidence of employee actions, benefits, personal issues, and files.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; comprehensive knowledge of the Town Code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with Town officials, employees, and the general public.
- Ability to operate a variety of office equipment including computer, calculator, copier, fax and related machines.
- Ability to learn and use the existing and new computer software as necessary.
- Ability to organize and maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

- Considerable experience in clerical work of a responsible nature including experience with public contact; high school graduation supplemented by courses in accounting, business education, office procedures, and computers.

PHYSICAL REQUIREMENTS:

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

- Clerk actively commissioned or obtained commission within one (1) year of employment as a Wisconsin Notary Public.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SALARY, WORK HOURS & SCHEDULES:

- Clerk salary will be determined by qualifications, experience, and education. Appointed Clerk salary will be \$24,116.00 per year, plus mileage as determined by the Town of Bradley reimbursement policy.
- Current Clerk will receive forty four (44) hours of personal time off a year.
- When the Clerk takes time off, Clerk's salary will be reduced by the Deputy Clerk's hourly wage rate.
- Deputy Clerk hourly wage rate will be determined by qualifications, experience, and education. Current Deputy Clerk wage rate is \$14.00 per hour, plus mileage as determined by the Town of Bradley reimbursement policy.
- Clerk and Deputy Clerk will be paid bi-weekly.
- Town Hall Hours and Work Schedule: Monday 8:00 a.m. – 4:00 p.m. and Tuesday, Wednesday, and Thursday 8:00 a.m. to 12:30 p.m.
- The Clerk is not required to work when holidays fall during the work week with no reduction in salary.
- Attend scheduled meetings as requested by the Town Board (examples: Town Monthly Board Meetings, Board of Review, Budget Hearing, Public Hearing, and Special Meetings, etc.)
- Clerks requested time off will be approved by the Town Board – Deputy Clerk will need to fill the requested time off.

Dated this _____ day of _____, 2015.

Appointed Clerk

Town Chair

Appointed Deputy Clerk