

TOWN OF LEON
8108 Jackrabbit Ave.
Sparta, WI 54656
Phone (608) 269-5873

Email: townofleon@centurylink.net website: www.townofleon.com

TOWN CLERK – JOB DESCRIPTION

Statutory Authority

- s. 60.33 – Duties: Take meeting minutes; keep financial records; work elections; post ordinances and resolutions (s.60.80); maintain public records (s.19)
- s. 60.33 – Perform other lawful duties as directed by the Town Board
- s. 60.331 – Town Clerk may appoint a deputy
- s. 60.31(2) – Town Clerk must be bonded

General information

- Position part time
- Hours: Flexible
- Pay \$6,000.00 per year, plus \$50.00 per non-monthly meetings
- Work independently under the general supervision of the Town Chairman

Duties

1. Records custodian
 - a. Maintain all records, both paper and electronic
 - b. Utilize computer external hard drive backup
2. Monthly duties
 - a. In conjunction with Town Board Chair, create agenda for monthly Board meetings using the established format, generally second Wednesday of each month. Create monthly meeting agenda, post notice in three locations and publish in local newspaper.
 - b. Create forms for monthly meeting; create agenda; minutes to be approved; treasurer creates financial report; agenda items; invoice listing; have invoices present for review; post minutes on website.
 - c. Prepare meeting minutes, tape record Board of Review meeting
 - d. After meeting, type minutes and pay officers
 - e. Process monthly invoices, pay employees every two weeks
 - f. Answer telephone and email
 - g. Monitor the monthly MS Mail calendar for scheduled events

3. Election duties
 - a. Maintain contact with Monroe County Clerk and prepare for election
 - b. Set up voting machine; conduct Pre-Lat test and notify election inspectors
 - c. Conduct Public Test of voting machine. Post notice in 3 places and publish in local newspaper.
 - d. Prepare town hall for election
 - e. Oversee election and prepare all reports as required; pay election inspectors
 - f. Deliver election reports and materials to Monroe County Clerk and school districts
 - g. Maintain election inspector proficiency by monitoring GAB website and facilitate training for election inspectors
4. Liquor licenses
 - a. Deliver forms for picnic, liquor and operators licenses
 - b. Receive applications for Board approvals
 - c. Prepare licenses, collect fees and prepare state report as required
5. State Annual Financial Report
6. End of Year
 - a. Prepare W2 forms for all employees and submit IRS reports
 - b. Prepare 1099 Misc. forms
7. Property Taxes
 - a. Prepare reports for Monroe County Treasurer as required
 - b. Work with Town Treasurer
8. 941 Quarterly Reports
 - a. Prepare from QuickBooks all IRS 941 and DOR reports
 - b. Maintain file of reports
9. Transportation Reports, work with patrolman
10. Tax exempt Reports
 - a. Prepare every two years
11. Insurance
 - a. Contact Rural Insurance and place on Town agenda (Springtime)
12. Town Road Work Bids
 - a. Prepare 5 year plan
 - b. Publish for bids in three places and publish in local newspaper
 - c. Notify contractors their bid status
13. Maintain Town Website
14. Work with Plan Commission as needed
15. Perform janitorial duties if not hired outside source

Clerk should be able to perform Microsoft Word/Excel. MS email and QuickBooks