

TOWN CLERK
TOWN OF FARMINGTON, WAUPACA COUNTY, WI
JOB DESCRIPTION

Scope of Work:

This position provides clerical support for Town Board meetings, public hearings and all Town committees, commissions, and boards, oversees the preparation and conduct of Town elections in accordance with statutory requirements, and manages the Town's public records.

Supervision:

Under supervision of Town Chair and Supervisors. Exercises supervision of election workers.

Essential Job Functions:

The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the Town and or the requirements of the position change.

- Performs duties in support of Town Board meetings and public hearings to assure that legal notice requirements are met, and accurate records are kept; prepares meeting agendas, sends out and posts agendas and addendum. prepares material for meetings; transcribes minutes as requested; reserves meeting rooms; arranges equipment for meetings and performs any other duties to support the effective conducting of business.
- Performs duties in support of annual projects and statutory requirements, including Board of Review and Statement of Assessment, quarterly reports, and assist in budget preparation and reporting.
- Coordinates legal issues with Town attorney and Town Board; drafts resolutions and ordinances; publishes notices; attends bid openings.
- Performs duties related to elections; prepares ballots (including regular, absentee, and military), coordinates with county election staff; prepares election notices; tests ballots and equipment; performs data entry of election information on State of WI Election System (WisVote); prints polls lists and maintain electronic poll books (Badger Books); provides training and scheduling of poll workers/chief inspectors; coordinate Special Voting Deputies at the Wisconsin Veterans Home at King for voting; assists in the setup of the polling place; assists on election day with chief inspectors; maintains voting systems; maintains voting records; keeps current on election procedures.
- Performs duties related to records processing, ensuring that open records/meeting laws are followed; dispenses information; maintains files in accordance with Wisconsin statutes; researches and retains records and performs related tasks.
- Participates in seminars and continuing education opportunities; attends required meetings and participates in work groups and committee assignments.
- Maintains knowledge and skills in records management, election regulation, municipal law, computers, office equipment and procedures.
- Assist Town Treasurer with financial reporting as needed.
- Assist Town Sexton with maintenance of cemetery records.
- Assists other town employees as requested.

Requirements of Work:

Graduation from an accredited college or university with an associate degree or at least 2 years of technical training in administrative clerical or office administration, plus 2 or more years of related experience; or an equivalent combination of training and experience which provides the following knowledge, ability, and skills:

Knowledge of:

- Local and state election laws and processes.
- Laws and regulations related to records management and open records law requirements.
- The use of standard office equipment including computers and relevant software.

Ability to:

- Multitask and prioritize workload.
- Work independently with minimal supervision.
- Assign tasks and monitor the work of election workers.
- Prepare and maintain accurate records, files, and reports.
- Establish and maintain effective working relationships with election and appointed officials; board, commission, and committee personnel; coworkers and the general public.

Skill in:

- Oral and written communications.
- Public speaking.
- Organization and time management.

Necessary Special Requirements:

Wisconsin Certified Municipal Clerk (WCMC); Notary Public.

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.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is required to sit for prolonged periods of time; and to use hands and fingers to handle, feel, or operate objects, tools or controls and reach with hands and arms.
- Ability to lift at least 25 pounds.

Approved: May 28, 2024