

Appointed Municipal Clerk (Part-Time)

Town of Tomah, Wisconsin

Position Summary

Under administrative direction of the Town of Tomah Board, carries out the responsibilities and duties set forth by state statutes and town ordinances. This position performs a variety of responsible supervisory and administrative duties in maintaining official records, conducting and overseeing all local, state, and federal elections (primary and general), and assists in directing the Town Board. The Clerk ensures transparent public processes, accurate recordkeeping, and responsive service to residents, elected officials, and partnering agencies. The Town Clerk is required to attend the meetings of the Town Board, Board of Review, and other meetings as assigned.

Essential Duties and Responsibilities

1. Governance & Administrative Support

- Prepare and distribute meeting agendas, packets, notices, and public postings in accordance with Wisconsin Open Meetings Law.
- Attends all Town Board meetings; record, draft, and maintain accurate minutes.
- Maintain official Town records, ordinances, resolutions, contracts, licenses, and Town policies.
- Serve as the custodian of official town documents and respond to public records requests in compliance with Wisconsin Public Records Law.
- Assist the Town Board with administrative functions, communications, and coordination with county and state agencies.
- Maintain filing systems (paper and digital) ensuring organization, retention compliance, and accessibility.

2. Financial & Record Management

- Keep a complete record of the town's finances, and any other information as directed by town board.
- Assists the Town Board in creating the Annual Financial Statement and Budget.
- Assists the Town Treasurer with reconciliations, property tax reporting support, and documentation as needed.
- Create/file or coordinate with the appropriate offices to create all annual reports required by the WI Department of Revenue or US Department of Treasury.

3. Payroll Administration

- Process bi-weekly/monthly payroll for 3 employees and 5 board members, ensuring accuracy and timeliness.
- Verify timecards, overtime, and other earnings.
- Maintain payroll records, employee data, tax information, and deduction changes.
- Ensure compliance with federal, state, and local payroll laws and regulations.
- Coordinates quarterly and year-end payroll task filings, Unemployment Reports, and tax filings.

4. Election Administration

- Administer all local, state, and federal elections within the Town in compliance with Wisconsin Statutes.
- Oversee voter registration, absentee voting, and election record maintenance.
- Prepare ballots, notices, testing of election equipment, and post-election reporting.
- Maintain election integrity and ensure confidentiality of election materials.
- Completes mandatory six (6) hours of election training every two years as required by Wisconsin law.
- Completes a minimum of ten (10) hours of required WisVote training as directed by the Wisconsin Elections Commission.

5. Public Service & Communication

- Prepare legal notices, postings, and updates for the Town website, newspaper or bulletin boards.
- Respond to resident inquiries professionally and promptly.

6. Assessment/Board of Review (BOR)

- If a resident of the town, the clerk may be appointed as a member of the BOR by Town Board.
- Serves as clerk for all BOR proceedings, regardless of township residency.

7. Licensing & Permitting

- Process and maintain records for alcohol licenses, operator licenses, and other Town-issued permits.
 - Ensure compliance with applicable statutes and collect associated fees and remit reports to appropriate agencies.
-

Knowledge, Skills & Abilities

- Knowledge of Wisconsin municipal governance, election laws, records management, and open government requirements (or ability to learn).
 - Strong organizational skills; ability to manage deadlines and multiple duties with limited supervision.
 - Proficiency with computers, spreadsheets, word processing, email, web sites, and digital record systems.
 - Strong written and verbal communication skills.
 - Ability to maintain confidentiality, professionalism, and accuracy in all duties.
-

Education and Experience Preferences

- Associate Degree in Accounting or higher preferred. Minimum of High School diploma or equivalent.
 - Certification as Wisconsin Certified and/or Professional Municipal Clerk or attain within a reasonable amount of time upon hire.
 - Experience in municipal administration, clerical work, elections, or related government fields preferred.
 - Human Relations work experience is beneficial.
 - Ability to attend evening meetings and work additional hours during election seasons.
 - Must be bondable.
-

Compensation & Work Schedule

- **Part-time position;** Pay rate is between \$15,000 – \$18,500 DOE.
 - Compensation set by the Town Board based on qualifications and experience.
 - Avg of 15 hours/week based on workload and election cycles.
 - Occasional evening hours required for Town Board meetings and election duties.
-

Reports To

Town Board Chair and Town Board.