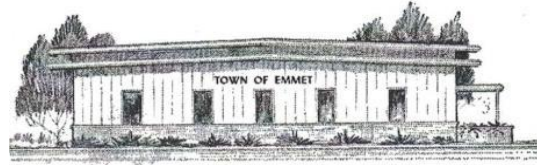


TOWN OF EMMET

Established in 1848

W6777 SECOND STREET RD • WATERTOWN, WI 53098
DODGE COUNTY • WISCONSIN



Town Clerk

The Town of Emmet is seeking an individual to assume the position of Town Clerk. This position is perfect for someone looking for a **flexible part-time position** and an **opportunity to contribute to the community**. This position will be filled by appointment for the remaining term, as the position is an elected one. The clerk is expected to hold office hours by appointment, as well as some office hours during the week as necessary. The Clerk must be available and hold office hours for all elections to meet requirements for voter registration and absentee voting.

Key Responsibilities

1. Post public notices for Town Board meetings, elections, public hearings and other statutorily required notices.
2. Prepare meeting agendas, attend meetings, and prepare minutes.
3. Process monthly payables and payroll/timekeeping as well as Quarterly.
4. Attend initial and ongoing Election Training as required to administer elections.
5. Oversee all processes involved in elections (Election Administration).
6. Oversee Hall Rental Agreements
7. Prepare Ordinances, Resolutions, Service Contracts, as directed by the board.
8. Issue liquor and operator's licenses and permits.
9. Monthly & Annual Invoicing.
10. Oversee Recycling and Trash Collection, including submitting DNR recycling grant applications and reports.
11. Annual and Monthly State Reporting as required.
12. Board of Review Training and Meeting attendance
13. Prepare for and attend all Annual Town Elector meetings, Budget meetings, and other meetings as required to conduct town business.
14. Preparation of the annual budget and property tax levy.
15. Preparation, submission and retention of all documents, records and reports required by State and Federal Governments.
16. Prepare annual payroll tax filings, including W-2's and 1099's
17. Maintain Town website on a monthly basis.
18. Human Resources related activities; new candidate paperwork, etc.
19. Option to attend training/meetings through the WTA as related to the position as needed and approved by the board.

Candidates must be able to work with limited supervision and have the ability to work with the public. Computer skills are required and should include proficiency in Microsoft Word, Excel, and familiarity with QuickBooks. A working knowledge of accounting and payroll are preferred.

Interested individuals should forward a resume' to tclerk@emmettownship.com or contact Kathy Wegner 920-261-1611

Clerk

