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TOWN OF OSCEOLA

Polk County, Wisconsin

Position Description

Position Title: Clerk

Objective: Under the general direction of the town board of the Town of Osceola and Wisconsin State Statutes, this position plans and administers the administrative functions of the Town of Osceola by performing the following duties personally or through subordinates.

Reports to: Town Board

Supervises: None

Job Classification: Non-exempt

Working Hours: Position is a .6 position (part-time) and the town office should be open with regular, posted, office hours. The actual office hours are at the discretion of the Town Board and the Clerk. It will be necessary to attend frequent meetings in the evenings.

Position Duties:

In compliance with Wisconsin State Statutes 60.33 and 60.34, performs the following statutory duties which are common to all Clerks in the State of Wisconsin.

1. Serves as clerk of the town meetings under Wisconsin State Statute 60.13
2. Serves as clerk of the town board, attends meetings of the board and keeps a full record of its proceedings
3. Performs the duties required by Wisconsin State Statutes chapters 5 through 12 relating to election administration.
4. Transmits to the county clerk, within 10 days after election or appointment and qualification of any town supervisor, treasurer, assessor or clerk, a written notice stating the name and post office address of the elected or appointed officer and promptly notifies the county clerk of any subsequent changes in such offices
5. Executes the conveyance of real property of the Town of Osceola
6. Publishes and/or posts ordinances and resolutions as required under Wisconsin State Statutes 60.80
7. Gives notice of annual and special town meetings as required under Wisconsin State Statutes 60.11(5) and 60.12(3)
8. Complies with subchapter II of chapter 19 of Wisconsin State Statutes concerning any record of which the clerk is legal custodian
9. Issues any license or permit granted by the town board when the required fee has been paid
10. Performs the clerk's duties under Wisconsin State Statutes chapters. 115 to 121 relating to public instruction
11. Within 10 days after the clerk's election or appointment, reports his or her name and post office address to the administrator of each cooperative educational service agency which contains any portion of the town. Also

reports to the administrator the name and post office address of each school district clerk within 10 days after the name and address is filed in the clerk's office

12. Makes and keeps in the clerk's office a map of the town, showing the exact boundaries of school districts within the town
13. Performs the duties specified in Wisconsin State Statutes chapters 80 to 82, relating to highways, bridges and drains
14. Performs all other duties required by law, ordinance or lawful direction of the town meeting or town board.
15. Acts as Clerk of the Town of Osceola; reports to the Town Board, submits recommendations on Town policies and services, implements policy decisions, and advises the Town Board of municipal matters.
16. Administers the following licensing and permit programs:
 - Building permits
 - Fire/burning permits
 - Second hand dealers license
 - Dog license
 - Server/Operators licenses
17. Participates in committees, municipal organizations and associations to keep abreast of current municipal developments.
18. Provides public relations services and represents the Town of Osceola at regional and state functions.
19. Reviews and approves purchases of materials within budgetary guidelines and in accordance with Town purchasing policies.
20. Prepares annual informational enclosures and coordinates mailing of property tax statements with the Town Treasurer.
21. Establishes public office hours in light of community needs and convenience.
22. Plans, organizes, and administers programs and procedures pertaining to municipal services.
23. In accordance with Wisconsin Statute 60.37(3)(b), the town Clerk shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.
24. Performs all other duties as requested to fulfill the objectives of the Town.
25. Keeps Office and Town Hall (including bathrooms) clean.

The above statements are essential functions of this position and are intended to describe the general nature and level of the work performed by employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

Knowledge & Skills

1. Working knowledge of computers and modern office practices and procedures. Some knowledge of accounting principles and practices.
2. Knowledge of state laws, municipal government, administration, budgeting and governmental accounting.
3. Ability to draft correspondence, board minutes, etc.
4. Ability to follow instructions, both oral and written.
5. Skill in operation of listed tools and equipment.
6. Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
7. Ability to perform mathematical computations accurately and quickly.

8. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public, ability to communicate effectively verbally and in writing; ability to plan, organize supervise election workers, perform work responsibly with independence and discretion and meet deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be self motivated to complete assigned and routine tasks independently and on time.

- Education:** High school degree or GED in minimum requirement. Additional degree or certification such as Business Administration, Office Management preferred.
- Experience:** Minimum of 3 years of progressively responsible experience. In addition, experience in using Word Processing, Excel software systems.
- Driver's License:** Possesses and maintains a valid drivers license.
- Language:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information, respond to questions of officials, clients, customers, and the general public in English.
- Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical and legal instructions in both mathematical and verbal form and deal with several abstract and concrete variables.
- Computer Skills:** Must have basic knowledge of the computers including Microsoft Word, Microsoft Excel, QuickBooks, Internet and e-mail use.
- 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The schedule for this position is flexible, recognizing that there are posted regular office hours, and may require frequent evening or weekend hours.