

Town of Brookfield  
645 N. Janacek Road  
Brookfield, WI 53045

Telephone: 262-796-3788  
FAX: 262-796-0339



August 27, 2020

## Position Description: Town Clerk-Full Time

Pay: To be determined based upon qualifications.

### **Summary**

Performs a variety of administrative municipal functions and shall have the powers and duties provided by Wisconsin §60.33 and such duties as may be assigned by the Town Board. Responsible for the proper administration of elections, business licensing, and record keeping of the Town.

### **Essential Functions**

- Serve as the custodian of records for the Town, coordinating the preparation of current and archived Town records for efficient and effective storage.
- Administer elections, including maintenance of voter information and required reporting.
- Maintain the Wisconsin Statewide Voter Registration System (WisVote) to include voter records, absentee applications, election setup, candidate information, create poll lists, and other various lists and reports.
- Recruit and train election workers, track training and ensure chief election inspectors remain certified by state statute to run polls.
- Prepare agendas and public hearing notices in accordance with the Open Meetings Law and assemble other supporting documents for meetings of the Town Board.
- Responsible for all minutes of the Town Board, and other boards, committees and commissions, as assigned (meetings typically occur in the evening).
- Serve as Secretary to the Board of Review and perform all duties required by Wisconsin State Statutes regarding assessment of property, including filing all necessary reports with the Department of Revenue.
- Administer business licensing for the Town, including all liquor, tobacco, coin-operated machine, direct seller, beverage operator, and secondhand article dealer in accordance with Wisconsin State Statutes and municipal code.
- Prepare and file annual financial reports.
- Knowledge of TID (preferred)

### **Education, Experience, and Training**

- High School Diploma or G.E.D. equivalent required.

- Minimum of three years experience as a municipal clerk, deputy clerk, or other comparable position in a municipal government.
- Certification from Wisconsin Municipal Clerk's Association, or able to obtain within five (5) years of hire is required.
- Training from the Wisconsin Election Commission (WEC) on election administration and WISVOTE.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license.
- Hold a Notary Public, or obtain within 1 month of hire.
- Pass a pre-employment criminal background check.

### **Essential Knowledge and Abilities**

- Well-developed communication skills, both verbal and written.
- Ability to retain confidentiality of town employment, personnel, and financial matters.
- Proficiency in software programs such as Caselle by Civic.
- Working knowledge of Microsoft Office software and their applications.
- Good interpersonal skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to manage time well, be highly organized, and plan work assignments effectively.
- Capable of meeting and dealing with public in a pleasant and professional manner.
- Ability to work independently and in a team environment.
- Ability to establish successful working relationships.

### **Physical and Work Environment**

The physical requirements described below are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work is performed in an office setting. The applicant is occasionally required to:

- Sit, stand, walk, and kneel.
- Lift, carry, push/pull up to 25 pounds.
- Work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Work under distractions such as telephone calls and other disruptions.
- Encounter unpleasant social situations (dealing with irate or disruptive individuals)

Please contact our Human Resources Officer Wendy Mills with questions at (262)796-3788 or [accounting@townofbrookfield.com](mailto:accounting@townofbrookfield.com). Interested candidates should submit resumes and professional references to [accounting@townofbrookfield.com](mailto:accounting@townofbrookfield.com)