

## JOB DESCRIPTION

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- 1) **Position Title:** Village Clerk/Treasurer
  - 2) **Department/Location:** Village of Hewitt, Hewitt WI
  - 3) **Reports To:** Board President  
Village Board
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4) **Job Summary**

Serve as the chief administrative officer of the village responsible for the proper administration of the business affairs of the village pursuant to statutes of the State of Wisconsin (61.15 & 61.26), the ordinances of the Village of Hewitt and the resolutions and directives of the Village Board.

5) **Job Duties**

A) **Principal Duties and Responsibilities (Essential):**

**Administrative Duties**

1. Prepare & distribute meeting notices & agendas complying with Wisconsin Open Meeting Law.
2. Attend all Village Board meetings and other meetings as requested.
3. Record and sign the proceedings thereof and all general or special meetings of Village proceedings. Distribute copies to meeting members; maintain copy of such proceedings in Village's permanent file(s).
4. Develop and maintain specific job descriptions for all Village employees.
5. Assist with obtaining resources, composition and editing of new Ordinances, Resolutions and Guidelines. Assure compliance with Wisconsin laws for publication of such.
6. Maintain, file and keep up-to-date all Ordinances, Resolutions and Guidelines.
7. Maintain Village & Sanitary files, paper and electronic.

**Election Duties**

8. Follow state regulated procedures for elections including: postings of elected positions, circulation of nomination papers, ballot preparation, poll worker instruction, polling place preparation, post election procedures, ballot canvassing, filing of reports, issuance of Oath of offices.
9. Attend and maintain annually required State election training; attend election training sessions conducted by Wood County.
10. Develop and provide election training for Village poll workers implementing process and procedures to assure compliance with county and state specifications.

**Board of Review/Property Tax Collection Duties:**

11. Prepare & post notification of Open Book and Board of Review sessions.
12. Attend Board of Review meeting recording proceedings; prepare notification to property owner of outcome/decisions as applicable.

13. Prepare required documents for County and State following meeting(s).
14. Submit to the County Treasurer the Village's tax roll and mill rates.
15. Prepare and submit to county special assessments for unpaid utilities annually.
16. Prepare and mail village property tax billings
17. Conducts collection of village property tax payments, prepare December and January tax settlements settles all taxes with the county and other taxing jurisdictions; maintain and reconcile village real estate account.
18. Prepare and submit county and state tax collection reports.

**Other Duties:**

19. Prepare and file required forms/paperwork for various grant/aid programs (Roads, Recycling, etc)
20. Prepare required documents for issuance of Liquor, Operator, and Cigarette Licenses. Publish notices as required by State law. Issue approved licenses. File required State forms.
21. Annexation, Rezoning, Vacating Land Requests: Prepare, and post proper notification for requests; schedule appropriate meetings; submit documents to County and State as applicable.
22. Compose correspondence as necessary related to position.
23. Respond to public records request(s) within time statutory time period.
24. Perform other duties as requested.

**Treasurer Duties:**

25. Collect, record, and deposit Utility payments
26. Assist in preparation of annual village budget
27. Collect dog license fees
28. Prepare financial institution deposits
29. Prepare monthly financial statements for Sanitary Utility and Village
30. Prepare and distribute checks to vendors as approved.
31. Collect building permits, fees, fines, lateral hookup forms and occupancy from Building inspector.
32. Reconcile monthly bank statement.
33. Complete annual workmen's compensation audit as requested.

6) **Qualifications**

- A) **Education:** Associate degree in business, human resources, or accounting required; Bachelor's degree preferred.
- B) **License/Certification:** Valid Wisconsin driver's license. Must be bondable.
- C) **Experience:**
  - Three to five years experience in financial management, budget preparation, accounting, personnel, or administration required.
  - Strong working knowledge of government budgeting, finance, public relations preferred.
  - Strong strengths in oral and written communication.
  - Working knowledge and proficiency with Microsoft Word and Excel.

- Outgoing personality; community involvement considered a plus.

D) **Other:** Village of Hewitt residents will be given priority consideration.

7) **Personal Attributes Required**

- Ability to exercise discretion in management of confidential information.
- Ability to make independent decisions on matters related to principal duties.
- Ability to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedure exists.
- Ability to establish and maintain effective working relationships by using appropriate interpersonal skills.

8) **Physical, Mental and Visual Skills**

- Must have eyesight adequate to read materials and work at a computer monitor

9) **Special Factors**

- Ability to work extended hours (on infrequent occasions) during special events such as elections, etc.

10) **Working Conditions**

- Office environment.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.