

TOWN OF WILSON DEPUTY CLERK

(To assist and fill in for Town Clerk duties as provided by WI Statutes)

Wages: As fixed by the Town Board.

Desirable Qualifications:

1. Legible handwriting and adequate typing skills.
2. Computer experience including Quickbooks, Microsoft Office; spreadsheet and word processing applications.
3. Ability to meet, interact and develop a good public relations with the town residents and the general public; in person and via telephone and email.

Any or all of the following Duties and Responsibilities as deputy clerk as deputized and/or requested by the town clerk (Per WI Stat. 60.34 "Each town clerk may appoint one or more deputies for whom the town clerk is responsible. A deputy shall take and file the official oath and bond under s. 60.31. The town clerk may designate a deputy to perform the clerk's duties during the absence, sickness or other disability":

1. Participate in continuing education with Sheboygan County Clerks and WI GAB (SVRS training);
2. With the Town Board, foster actions conducive to providing quality government to Township.
3. *Maintain regular office hours as established by the Town Board.*
4. *The Deputy Clerk shall be available to conduct all necessary job duties and Town business as requested and serve as a representative of the Town Clerk.*
5. Obtain mail from mailbox, open mail and distribute to parties.
6. *The Deputy Clerk shall help the Town Clerk oversee and/or carry out the Town compliance with provisions of the Open Meeting Law, (i.e. meeting notices, etc.) and the Open Records Law as mandated by the State.*
7. *The Deputy Clerk shall assist the Town Clerk with all Town Committees, Commissions and Boards and provide such information, public notices, agendas and ordinances.*
8. The Deputy Clerk shall assist issue building, electrical and plumbing permits and provide assistance with zoning questions;
9. The Deputy Clerk shall assist the Town Clerk at election time, with new voter registration and absentee ballots.
10. The Deputy Clerk shall prepare and distribute assessment letters.
11. The Deputy Clerk shall assist the Town Clerk in receiving applications for licenses;
12. Assist with disbursements (accounts payable and payroll) *as per WI Stat. 60.33(3) "FINANCE BOOK. Maintain a finance book, which shall contain a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board.":*
 - a. Accounts Payable:
 - i. Check invoices against a purchase order or quote.
 - ii. Review outstanding balances from statements.
 - iii. Maintain vendor information.
 - iv. Enter all invoices into Quickbooks.
 - v. Create checks for payment.
 - vi. Provide reports to Treasurer.
 - vii. Complete credit applications and tax exempt forms.
 - b. Payroll:

- i. Take applications, set up interviews, schedule pre-screening employment testing.
- ii. Enter employee into Quickbooks.
- iii. Set up employee folder with all paperwork.
- iv. Enter new employee(s) into website for New Hire Employee for Wisconsin.
- v. Process monthly payroll and run checks
- c. Account Receivable (must be bonded to receive money):
 - i. Create invoices in Quickbooks for mulch deliveries, items ordered thru County, etc.
 - ii. Record payment in Quickbooks and provide Treasurer with paid invoice

**TOWN OF WILSON
OFFICE ASSISTANT**

(To assist and fill in for Town Clerk duties that are non-statutory)

Wages: As fixed by the Town Board.

Desirable Qualifications:

1. Legible handwriting and adequate typing skills.
2. Computer experience including Quickbooks, Microsoft Office; spreadsheet and word processing applications.
3. Ability to meet, interact and develop a good public relations with the town residents and the general public; in person and via telephone and email.

Duties and Responsibilities as Office Assistant:

4. Receptionist for Office:
 - a. Represent the Town for all incoming calls and office visitors. Greet visitors by assisting them or forward to correct person (including recording complaints)
 - b. Take messages when needed or send to voice mail.
5. Assist with purchasing:
 - d. Research for best price and availability.
 - e. Order supplies for office and field workers.
 - f. Create purchase orders and quotes.
 - g. Handle recycling of toners, inks and flags properly.
6. Town Hall Rentals
 - h. Explain policy & procedures of renting hall and giving copy to renter.
 - i. Provide forms and being sure they are returned and filled out correctly.
 - j. Schedule the Maintenance Department to go thru the Hall prior of rental and fix or note any problems or issues. Then have them go thru after the event to see if any damage has occurred.
 - k. Contact Constables and Wholistic Healthcare of events.
7. Create and maintain letters, reports, worksheets, etc., provide clerical assistance to maintenance department
8. Ability to cover the office alone when Town Clerk & Town Treasurer are out of office.
9. Create and maintain procedure and other manuals for office.