

VILLAGE/TOWN OF SOMERS

CLERK/TREASURER

The Village of Somers seeks a candidate to fill the position of Village/Town Clerk-Treasurer. This is a full-time, non-represented position appointed by the Village and Town Board and organizationally reports to the Village/Town Administrator. The Clerk/Treasurer is required to attend the meetings of the Village/Town Board, Board of Review, and other meetings as assigned. The person in this position is responsible for the maintenance of the official Village/Town records and of proceedings and other official records that are required by statute or Village/Town Board requests. The Clerk/Treasurer position requires continuing education to stay current with the changes in state statutes, regulations, and administrative code affecting the Village/Town. The Clerk/Treasurer assists the management of the Village/Town finances by helping with the preparation of the annual Village/Town and Utilities budgets.

Job duties include but are not limited to:

- Maintain files on all Village/Town records, ordinances, resolutions, and fiscal information.
- Attends meetings, takes minutes, and maintains files for the Village/Town Board, Village/Town Board of Review, and such other official boards and commissions as may be directed.
- Prepares and oversees proper posting of and distribution of agendas for meetings.
- Issues all licenses required by ordinance or statute.
- Coordinates, supervises, and conducts elections. Submits election records to State Election Commission and ensures that all voting machines and other equipment is in working order.
- Prepares and files reports with the Department of Revenue such as Statement of Assessment, Statement of Taxes, Levy Limit Worksheet, and Tax Increment Worksheet.
- Assists Administrator with the preparation and compilation of the annual Village/Town Budget.
- Is responsible for the collection of taxes for the Village/Town including preparing the mill rate, daily balance reports, and settlements with other taxing jurisdictions.

Minimum Qualifications:

- Graduation from a college or university with a bachelor's degree in Public Administration or related field desired with 1-3 years of municipal accounting and clerk experience.
- Certified Clerk or Treasurer desired.
- Complete election training as described in Section 7.15(1m) of the Wisconsin State Statutes to conduct elections prior to the first scheduled election from appointment.
- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.

Salary to commensurate with experience. The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Visit www.somers.org for full job description.

This position is located at Village/Town Hall in Somers with office hours 8:00 AM to 4:30 PM, some evening and weekend work is required.

Send resume with references to: Village of Somers, Attn: Jason J. Peters, Village/Town Administrator, PO Box 197, Somers, WI 53171 or email jpeters@somers.org no later than **4:00 PM on January 21, 2022**.