



# POSITION ANNOUNCEMENT

## TOWN OF FREEDOM, OUTAGAMIE COUNTY

### CLERK/TREASURER

The Town of Freedom is a rapidly growing community in Outagamie County, located between the Fox Cities and Green Bay metropolitan areas. The Town has approximately 6,100 residents with a median household income of \$83,395. The Town encompasses 35.8 square miles. Land use in the Town is primarily agricultural and suburban residential. Freedom is home to 2 privately owned golf courses, industrial park, many community parks, and the Freedom School District. The Town center is located at the crossroads of County Highway E and State Highway 55 and has a small downtown atmosphere.

The Town of Freedom is seeking applicants to join our team as a full-time **Clerk/Treasurer**. The Town Clerk/Treasurer is appointed and confirmed by the five-member Town Board.

The successful applicant will serve as the statutory Town Clerk and Town Treasurer and will oversee the Deputy Clerk/Treasurer. The Clerk/Treasurer is responsible for the maintenance of town records, issuance of licenses; monitoring and ensuring Open Meetings Law compliance, performing secretariat functions of the Town Board, maintaining payroll and employee benefits system, administering employee benefit system and programs, overseeing elections, and performing Town Hall administrative and customer service functions.

A minimum of three years of experience in administrative office management, preferably in a government organization, is required. An associate degree in accounting, bookkeeping or related field is preferred. Experience as a municipal clerk and municipal treasurer and being a Certified Municipal Clerk and/or Certified Municipal Treasurer are highly preferred.

This is a full-time, non-exempt position with an expected hourly hiring wage of \$27 - \$32, depending on qualifications, plus benefits including paid time off; health, dental, and vision insurance; Wisconsin Retirement System, income continuation insurance.

Anticipated working hours are 36-40 hours per week with standard hours 8 am to 4 pm Monday through Thursday, and 8 am to 12 pm on Friday. Work also includes evenings as required for meeting attendance, elections, and as needed to complete work.

To apply for this position; send cover letter, resume, and/or completed employment application to [administrator@townoffreedom.org](mailto:administrator@townoffreedom.org) or mail to Town of Freedom, W2004 County Rd S, P.O. Box 1007, Freedom, WI 54131.

Position will remain open until filled. The first review of candidates will take place January 23, 2024.



# TOWN OF FREEDOM

## CLERK/TREASURER

REPORTS TO: Administrator  
SUPERVISES: Deputy Clerk Treasurer  
FLSA STATUS: Non-Exempt

### **BASIC FUNCTION:**

Board-appointed position provides clerical, accounting, administrative functions. Responsible for the duties of the Town Clerk-Treasurer as defined by Wisconsin State Statutes 60.33 (clerk) and 60.34 (treasurer). This position requires knowledge of statutory and legal requirements in conducting elections; processing licenses/permits, public hearings, ordinances, resolutions; working adeptly with public requests; and performing office related duties.

### **TYPICAL DUTIES** (May include but is not limited to the following).

- Serve as the official custodian of Town records as identified in Chapter 2 of the Town of Freedom code of ordinances.
- Responsible for the statutory duties as described in 60.33 and 60.34.
- Serve as secretary to board, committees, and commissions. Oversee maintenance of minutes for all Board Committees, Commissions and Boards. Ensure that meeting packets are produced and distributed in a timely and efficient manner.
- Process applications, publish legal notices, and schedule meetings and hearings.
- Oversee the election process held within the Town – including maintenance of statewide voter registration program; registration of voters, training of Election Inspectors; process absentee voting requests, ballots, poll lists, publications, etc.; and assist candidates with filing requirements or voter list information.
- Issue certificates of appointment for elected / appointed officials. Administer official oath of office.
- Oversee processing and issuance of permits and licenses granted by the Town. Oversee issuance of operator licensing in accordance with Department of Revenue requirements, subsequent to Town Board approval.
- Process public hearing notices and other legal documents to the news media and public.
- Responsible for the publication of official notices and advertisements.
- Oversee notification and billing of special assessments.
- Responsible for the collection of delinquent personal property taxes and maintenance of related records.

- Maintain and balance checking, payroll and investment accounts.
- Maintain and update Town code books.
- Prepare Statement of Assessment to file with Wisconsin Department of Revenue.
- Establish and oversee Clerk and Treasurer office budget(s).
- Invest Town surplus funds.
- Maintain employee Paid Time Off and compensatory time records.
- Process record requests under the Open Meetings Law.
- Maintain Clerk web page with appropriate forms or links, public record information and election information.
- Countersign ordinances and resolutions adopted by the governing body and record each ordinance in chronological order in an ordinance book.
- Sign legal documents, contracts, and official correspondence on behalf of the Town of Freedom.
- Other duties as assigned or required by the Town Administrator or Town Board.

#### **WORK HOURS/ATTENDANCE**

- Maintain prompt, predictable, and reliable attendance.
- Anticipated working hours are 36-40 hours per week with standard hours 8 am to 4 pm Monday through Thursday, and 8 am to 12 pm on Friday. Work also includes evenings as required for meeting attendance, elections, and as needed to complete work.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge, Abilities and Physical Demands**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of and ability to accurately apply Governmental Accounting Standards Board accounting principles.
- Ability to compile and analyze financial reports and present sound conclusions and recommendations.
- Ability to consult technical sources and documents, including ordinances, Wisconsin State Statutes, and administrative regulations.
- Ability to maintain accurate and detailed records.
- Ability to proficiently operate office machines and equipment.
- Ability to interact and exchange information with the public and other Town officials in a courteous manner.
- Knowledge of the organization and functions of town government.
- Knowledge of state laws and regulations relating to town government, including but not limited to the following: legislative process, open meetings and open records, finance, budgeting, accounting, taxation, property assessment, revenue financing, contract letting, bonding, urban renewal, economic development, and zoning.

- Knowledgeable of principles and practices of modern management in town government, budget preparation and personnel administration.
- Ability to receive and follow directions verbally or orally and with proficiency and accuracy.
- Ability to work in either a team environment or individually.
- Ability to establish and maintain effective work relationships with employees, associates and the public.
- Knowledge of local, state, and federal laws and regulations governing town government.
- Ability to read and interpret operating manuals, procedures and policies.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to analyze, assign priorities, organize, coordinate, and supervise the activities of subordinates in a manner conducive to full performance, high morale, and efficiency.
- Ability to manage confidential information with discretion.

### **Education and Experience**

- Graduation from high school or GED equivalent required.
- Associate degree in business, accounting, or related field preferred.
- Three (3) or more years' related experience.
- Previous experience in local government is preferred for this position.

### **Licenses/Certifications**

Preference granted to candidates with the following certifications:

- Certified Municipal Clerk (CMC)
- Certified Municipal Treasurer (CWT)

### **SELECTION GUIDELINES**

- Formal application, rating of education and experience, oral interview, reference checks and tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.