

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.

Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. People seek Somers as an ideal place to live because we have a university, college, and technical college within 15 minutes of our Village Campus. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants and shopping.

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: Kevin Poirier, Assistant to the Administrator, PO Box 197, Somers, WI 53171 or email kpoirier@somers.org no later than **4 p.m. on March 15, 2024.**