

Job description

JOB OPENING: TOWN CLERK

The Town of Gibraltar is seeking applications for the position of Town Clerk. The salary will be commensurate with experience and a comprehensive benefit package is included. The office is located in Fish Creek, in Northern Door County, Wisconsin. This full-time position will require some night meetings. The successful applicant must be career oriented, self-motivated, and have strong interpersonal skills. Applicant must have strong computer skills and must be able to be bonded. The Town Clerk is a key town official who is involved in most aspects of town government, also responsible for election administration and record keeping. The ability to multitask and switch tasks is essential to the position. Eye for detail and error proofing is important to be successful in the position.

Essential Functions

The following duties are essential for this position. However, they are not to be construed as exclusive or all-inclusive. To be successful in this position, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Provide customer service to internal and external customers; address and resolve customer questions as able and refer complex inquiries, requests, or complaints to other appropriate staff as needed.
- Assist with accounting, budgeting and analysis; perform month-end reconciliations; assist auditors with year-end audit.
- Assist Finance Director/Treasurer in managing the town's banking relationships and processing payables and receivables as needed.
- Issue various licenses, including Operator, Liquor, Business, Short-term rental and provides related customer service activities.
- Facilitate the yearly liquor license renewal process.
- Attend meetings as required, record and prepare minutes, process paperwork and correspondence. Assist in preparing the meeting agendas for Town Board and other town committees/commissions.
- Performs Public Notary services to the community.
- Serve as an election official performing those duties as required by Wisconsin Statutes; assist in conducting Town elections in accordance with legal requirements. Oversee absentee ballot process, distributing, recording, and filing absentee ballots.
- Serve as back-up to other departments, including Town Treasurer.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Standard office practices and procedures including business English, business document format, spelling, grammar, punctuation, vocabulary, filing, bookkeeping, and math.
- Knowledge of computer software including word processing, spreadsheet, database applications, accounting, and specialized software consistent for this position.
- Knowledge of Town functions to effectively screen inquiries and process related documents.

Skill in:

- Operation of office equipment to effectively perform the duties and responsibilities of the position.
- Applying problem solving, logic and reasoning to determine solutions, conclusions, or approaches to problems.

Ability to:

- Organize, schedule, prioritize and perform duties with limited supervision.
- Ability to maintain effective accounting/bookkeeping procedures, including creation of journal entries.
- Observe, follow instructions, and complete assignments accurately and within deadlines.
- Communicate effectively both orally and in writing with business representatives, elected officials, department heads, the public, and other town employees with courtesy and tact.
- Develop and maintain effective working relationships with staff and the public.
- Utilize a computer and required software.
- Work the required hours of the position.

Minimum Requirements & Physical Requirements

Minimum Education: Bachelor's or Associates degree in Business or related field.

Minimum Experience: One or more years of related work experience.

A combination of education and experience may be considered.

Minimum Certifications: Certified as a Municipal Treasurer and Municipal Clerk preferred, must obtain certification if hired.

PHYSICAL AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a typical indoor office setting sitting at a desk in front of a computer.
- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Vocal communication and normal hearing are required for expressing or exchanging ideas by means of the spoken word.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.

All of the above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. This position description does not constitute an employment agreement between the Employer and Employee and is subject to changes as the needs of the Employer and requirements of the position change.

Please submit a town application form and include a current resume' with a cover letter summarizing experience, along with the names, addresses, and telephone numbers of three work related references.

Submit application and supporting materials to:

Travis Thyssen, Administrator tthyssen@gibraltarwi.gov

Town of Gibraltar

P O Box 850

Fish Creek WI 54212-0850

For questions or concerns please contact the Gibraltar Town Office at 920-868-1714.

Job Type: Full-time

Salary: \$25.00 - \$30.00 per hour

Expected hours: 8 per week

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8-hour shift

Experience:

- Customer service: 1 year (Preferred)

Ability to Commute:

- Fish Creek, WI 54212 (Preferred)

Job-related location requirement:

- Candidates must be within a 25-mile radius.

Work Location: In person