

## **Clerk Position**

The Town of Auburndale, Wisconsin, is seeking qualified applicants for the position of Town Clerk. This key administrative role is responsible for managing the official records of the Town and ensuring smooth day-to-day operations in compliance with state and local laws.

We are looking for a detail-oriented, organized, and professional individual who is committed to public service and enjoys working with both the public and elected officials.

### **Primary Responsibilities:**

- Prepare agendas and official meeting notices in accordance with Wisconsin Open Meetings Law.
- Attend and record minutes for Town Board meetings and other official meetings as needed.
- Manage all municipal records, including ordinances, resolutions, contracts, and property records.
- Conduct all election-related duties, including voter registration, absentee voting, training election inspectors, and managing Election Day operations.
- Issue licenses and permits, including alcohol, tobacco, dog licenses, and business permits.
- Assist with preparation of the annual budget, financial reporting, and coordination with the Treasurer (if applicable).
- Handle correspondence, public inquiries, and communication on behalf of the Town.
- Maintain compliance with state statutes and administrative deadlines.
- Provide support services to the Town Board, committees, and residents.
- Prepare and file all reports required including the annual [Municipal Financial Report for Wisconsin Towns](#)(CT Form).

### **Preferred Qualifications:**

- High school diploma or equivalent required; additional education in public administration, business, or a related field preferred.
- Previous municipal clerk experience or similar administrative experience strongly preferred.
- Knowledge of Wisconsin election laws and procedures - training is available.

- Strong written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and general office technology.
- Ability to attend evening meetings as required.
- Certification as a Wisconsin Municipal Clerk (or willingness to obtain certification through the Wisconsin Municipal Clerks Association training program).

**Personal Attributes:**

- Organized and attentive to details.
- Discreet with confidential information.
- Professional and courteous when interacting with the public.
- Self-motivated and able to work independently.

**Position Details:**

- Employment Type: Part-Time
- Work Hours: Most work can be done based on your individual schedule
- Compensation: Negotiable

**Training:**

There are training programs that are made available throughout the year for clerks.

**How to Apply:**

Please reach out to Steve Becker-Chairperson or Cal Fehrenbach-Clerk to apply or with any questions you may have.