

Town Clerk - Town of Primrose

Position Objectives:

Performs a variety of administrative municipal functions and shall have the powers and duties provided by Wisconsin §60.33 and duties that may be assigned by the Town Board. Responsible for the proper administration of elections, business licensing, and record keeping of the Town.

Duties and Responsibilities:

- Serve as the custodian of records for the Town, coordinating the preparation of current and archived Town records for efficient and effective storage.
- Administer elections, including maintenance of voter information and required reporting.
- Maintain the Wisconsin Statewide Voter Registration System (WisVote) to include voter records, absentee applications, election setup, candidate information, create poll lists, and other various lists and reports.
- Recruit and train election workers, track training and ensure all election inspectors meet the requirements as provided in state statute and the Wisconsin Elections Commission.
- Prepare agendas and public hearing notices in accordance with the Open Meetings Law and assemble other supporting documents for meetings of the Town Board.
- Responsible for all minutes of the Town Board, and other boards, committees and commissions, as assigned (meetings typically occur in the evening).
- Federal, state and local monthly, quarterly and annual fiscal reporting.
- Verify and submit monthly bills and billing reports
- Balance and report monthly, quarterly and annual expenditures.
- Prepare and submit grant applications as available.
- Maintain and update town website and postings.
- Interface with residents, local groups, County, State and Federal officials as required.

Desirable Training and Experience:

- High School Diploma or G.E.D. equivalent required.
- Training from the Wisconsin Election Commission (WEC) on election administration and WISVOTE before 2024 election cycle.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license.
- Pass a pre-employment criminal background check.

Benefits:

Part-Time – Exempt

Pay: \$20,000 or as designated by Town Board based on experience and abilities of applicant.

More Information:

Please contact the current clerk, Ruth Hansen, at clerk@townofprimrose.com or 608-576-6821

Deputy Clerk - Town of Primrose

Position Objectives:

Open until filled.

Perform duties assigned by the Clerk. These responsibilities generally include interacting with the general public, vendors and other professional agencies, assisting with elections and licensing, and general office tasks.

Duties and Responsibilities:

- Prepare and mail agendas and minutes for assigned committees.
- Send public notices required for Zoning and Town Plan meetings.
- Assist Clerk with election process: register voters, prepare and mail absentee ballots, input and update voter data in WisVote, prepare voter lists and poll lists for all elections, update lists after election, and assist in election worker training.
- Assist with the recruitment and training of election workers.

Minimum Requirements:

- High School Diploma or G.E.D. equivalent required.
- Training from the Wisconsin Election Commission (WEC) on election administration and WISVOTE before upcoming 2024 election cycle.

Benefits:

\$19.00 - \$22.00 based on qualifications

More Information:

Please contact the current clerk, Ruth Hansen, at clerk@townofprimrose.com or 608-576-6821