

Job Description: Clerk – Town of Bridge Creek, Eau Claire County

Position Title: Town Clerk

Department: Administration

Reports To: Town Board

Employment Status: Part-Time

FLSA Status: Non-Exempt

Term: 1 year

Salary: 1733 dollars a month

Position Summary:

The Town Clerk serves as an essential administrative officer for the Town of Bridge Creek. This position is responsible for maintaining accurate records, ensuring compliance with state and local laws, managing town communications, and providing administrative support to the town board and community members.

Essential Duties and Responsibilities:

- **Recordkeeping and Documentation:**
 - Prepare, maintain, and archive town records, including meeting minutes, resolutions, ordinances, contracts, and official correspondence.
 - Maintain the towns official records to comply with Wisconsin's open records law.
- **Meetings and Agenda Management:**
 - Prepare and distribute agendas for town board meetings.
 - Record and transcribe meeting minutes accurately and ensure timely dissemination.
- **Financial Administration:**
 - Assist in preparing and monitoring the town's budget.
 - Process invoices, issue payments, and maintain financial records.
 - Collect and record town fees, taxes, and other revenues.
- **Election Administration:**
 - Coordinate and manage town elections in compliance with Wisconsin election laws.
 - Recruit, train, and oversee election workers.
 - Ensure proper handling of ballots, voter registrations, and election results.
- **Permits and Licensing:**
 - Process applications for permits, licenses, and other town-authorized activities.
- **Community Engagement and Communication:**
 - Act as the primary point of contact for town residents, responding to inquiries and providing information.
 - Maintain and update the town website and other communication platforms.
- **Compliance and Reporting:**
 - Ensure town compliance with state and local regulations.
 - Submit required reports to state and county agencies.

Qualifications:

Education and Experience:

- High school diploma or equivalent required; Associate's degree in public administration, business administration, or related field preferred.
- Experience in administrative, clerical, or government work preferred.

Skills and Abilities:

- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite, accounting software, and online platforms.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Detail-oriented with a commitment to accuracy.
- Ability to work independently and collaboratively.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally lifting or carrying items up to 25 pounds.
- Ability to attend evening meetings and work extended hours during elections or special events.

Work Environment:

The Town Clerk primarily works in an office environment but may occasionally travel for training or visit other locations for meetings or events.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to:

Town of Bridge Creek
P.O. Box 464
Augusta, WI 54722
Treasurer@townofbridgecreek.org

Applications will be accepted until January 31, 2025 and Interviews will be held the week of February 3rd, 2025.