

**Town of Hudson  
980 County Rd A  
Hudson, WI 54016  
715-386-4263**

**POSITION TITLE:** Clerk– Full Time- Salaried – 40 or more hours per week

**Primary Objective of Position:**

This salaried position is for Municipal Clerk position. The Town Clerk performs the statutory duties of the Town Clerk as provided in Wisconsin Statutes. The primary function of the Clerk is to serve as the public face and first line of contact for the Town in overseeing the day-to-day operations of the Town business and Town Hall under the direction of the Town Board.

**Essential Requirements of the Position:**

- Strong listening, verbal and written communication and organizational skills.
- Strong attention to detail
- Demonstrates a positive attitude toward job assignments and tasks to be performed; is friendly and personable to residents, town board and staff; is professional and respectful to all in all situations.
- Understands local government functions and practices
- Ability to produce quality work under tight deadlines and changing priorities
- Ability to report events in an unbiased manner
- Independent decision making skills
- Demonstrated ability to manage capable adults in a workplace setting.
- Financial/Budgeting experience in a business or municipal setting
- Demonstrated ability to read and understand legal documents and directions
- Demonstrated ability to research legal issues, analyze data and interpret policy..
- Bondable
- Able to become a Notary Public
- Must have a valid Driver's license
- Ability to maintain a records management system including electronic and hard copies and maintains record retention schedule and archives records according to the schedule.
- Prior office management experience
- Excellent computer, grammar and editing skills.

**Preferred Skills:**

- Experience in municipal accounting
- Experience with Roberts Rules
- Experience with Wisconsin Town Government issues and parameters
- College Degree- Bachelor's degree or higher

**Computer Skills:**

- Computer literacy including MS Office Suite, Outlook, Google Docs and Google Drive
- Experience with accounting software – preferably Quickbooks
- Experience with complex relational database – preferably WisVote
- Able to use and operate other electronic equipment, such as copiers, election equipment and audio equipment

Physical Demands:

- Sit or stand for long periods of time in a general office environment
- Some weeks require long, irregular hours and evening duties
- Infrequent lifting of 40 pounds

Further Requirements:

- There will be background checks performed as a condition of employment
- There will be a 6 month introductory period at the beginning of this appointment after which the Town Board may continue the appointment for an additional 18 months or choose to restart the application process.
- An Employee Agreement and Employee Handbook will be signed by the employee

The Town of Hudson is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Type: Full Time-salaried

Salary: TBD