



POSITION ANNOUNCEMENT

TOWN OF FREEDOM, OUTAGAMIE COUNTY

PART-TIME DEPUTY CLERK TREASURER

The Town of Freedom is a rapidly growing community in Outagamie County, located between the Fox Cities and Green Bay metropolitan areas. The Town has approximately 6,100 residents with a median household income of \$83,395. The Town encompasses 35.8 square miles. Land use in the Town is primarily agricultural and suburban residential. Freedom is home to 2 privately owned golf courses, industrial park, many community parks, and the Freedom School District. The Town center is located at the crossroads of County Highway E and State Highway 55 and has a small downtown atmosphere.

The Town of Freedom is seeking applicants to join our team as a **part-time Deputy Clerk/Treasurer**. The Deputy Clerk/Treasurer serves under the direction of the Clerk/Treasurer.

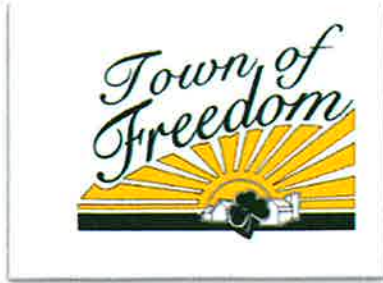
The successful applicant will assist the Town Clerk/Treasurer in the maintenance of town records, issuance of licenses, performing secretarial functions of the Town Board, maintaining payroll and employee benefits system, administering employee benefit system and programs, overseeing elections, and performing Town Hall administrative and customer service functions.

A minimum of two years of related experience is required, previous experience in local government is preferred. A high school diploma or GED equivalent is required.

This is a part-time, non-exempt position with an hourly hiring wage of \$23 - \$25, depending on qualifications, plus benefits including paid time off and Wisconsin Retirement System.

Contact the Town of Freedom at 920-788-4548 for a full position description.

To apply for this position; send cover letter, resume, and/or completed employment application to deputyclerk@townoffreedom.org or mail to Town of Freedom, W2004 County Rd S, P.O. Box 1007, Freedom, WI 54131. Position will remain open until filled. For more information, please call (920)788-4548.



TOWN OF FREEDOM

DEPUTY CLERK TREASURER

PART-TIME

REPORTS TO: Clerk Treasurer
FLSA STATUS: Non-Exempt

BASIC FUNCTION:

At will position provides clerical, accounting, administrative functions. Responsible for the duties of the Deputy Town Clerk-Treasurer as defined by Wisconsin State Statutes 60.331 (deputy town clerk) and 60.341 (deputy town treasurer). In case of the absence, sickness, or other disability of the clerk/treasurer, the deputy shall perform the clerk/treasurer's duties. This position requires knowledge of statutory and legal requirements in conducting elections; processing licenses/permits, public hearings, ordinances, resolutions; working adeptly with public requests; and performing office related duties.

TYPICAL DUTIES (May include but is not limited to the following).

- In the clerk/treasurer's absence:
 - Serve as the official custodian of Town records as identified in Chapter 2 of the Town of Freedom code of ordinances.
 - Responsible for the statutory duties as described in 60.33 and 60.34.
- Assist the Clerk-Treasurer in:
 - recording and serving as Clerk for Board and Committee meetings as necessary due to scheduling conflicts, vacations or for other reasons.
 - ensuring that agendas, minutes, and other legal documents are produced, posted and published as required by law and meeting packets are prepared in a timely and efficient manner.
 - processing applications, publishing legal notices, scheduling meetings and hearings.
 - election processes held within the Town.
 - processing public hearing notices and other legal documents.
 - maintaining and updating Town code books.
 - maintaining Town web page with appropriate forms or links, public record information and election information.
- Responsible for daily receipting and running daily reports.
- Type reports, business correspondence, forms and other materials as assigned.
- Other duties as assigned or required by the Clerk/Treasurer.

WORK HOURS/ATTENDANCE

- Maintain prompt, predictable, and reliable attendance.
- Typical working hours are approximately 24-28 hours per week. Work together with the Clerk/Treasurer to ensure consistent office coverage. Flexible scheduling between 8 am to 4 pm Monday through Thursday. Work also includes evenings as required for meeting attendance, elections, and as needed to complete work. Hour will be evaluated in fall of 2024 when the 2025 budget is developed.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Physical Demands

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to consult technical sources and documents.
- Ability to maintain accurate and detailed records.
- Ability to proficiently operate office machines and equipment.
- Ability to interact and exchange information with the public and other Town officials.
- Knowledge of the organization and functions of town government.
- Ability to receive and follow directions verbally or orally and with proficiency and accuracy.
- Ability to work in either a team environment or individually.
- Ability to establish and maintain effective work relationships with employees and the public.
- Knowledge of local, state, and federal laws and regulations governing town government.
- Ability to read and interpret operating manuals, procedures and policies.
- Ability to plan, organize and prioritize tasks with numerous interruptions.
- Ability to handle confidential information with discretion.

Education and Experience

- Graduation from high school or GED equivalent required.
- Two (2) or more years' related experience.
- Previous experience in local government is preferred for this position.

Licenses/Certifications

Preference granted to candidates with the following certifications:

- Certified Municipal Clerk (CMC)
- Certified Municipal Treasurer (CWT)

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.

- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

By signing this Town of Freedom Public Clerk/Treasurer job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

Employee Signature

Date

Town Administrator

Date

The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.

Town of Freedom
APPLICATION FOR EMPLOYMENT
(920) 788-4548 phone (920) 788-7550 fax
e-mail: deputyclerk@townoffreedom.org

Mail Applications to: Town of Freedom
PO Box 1007
Freedom, WI 54131

Instructions:

To be filled out by the applicant only, unless you are physically unable to do so. Please print neatly using blue or black ink. Answer all questions. Attach supplements if necessary. Incomplete applications may not be considered. Exclude any reference that may reveal or indicate your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability. You are not required to furnish any information which is prohibited by federal, state or local law.

Date: _____ **I learned of this position from:** _____

Position desired: _____

Full Time ___ Part Time ___ Seasonal/Temporary/Limited Term ___ Date Available for Work: _____

Name: _____

Mailing Address: _____
Street City State Zip

Home/Cell Phone: () _____ - _____ **Other Phone:** () _____ - _____

E-Mail Address: _____

Are you eligible for employment in the United States? Yes ___ No ___

Are you at least 18 years of age? Yes ___ No ___
Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and that you are able to obtain a worker's permit.

Have you ever been employed by the Town of Freedom? Yes ___ No ___

If yes, when, in what position and in which department? _____

Do you possess a valid driver's license? Yes ___ No ___

Do you possess a valid commercial driver's license? Yes ___ No ___ Type/Class: _____

Do you possess any other license? Yes ___ No ___ Type: _____

If you are applying for a job where you need to drive your car while on Town business, can you make arrangements to meet the Town's minimum liability insurance requirements on your vehicle (Bodily Injury - \$100,000/\$300,000 and Property Damage - \$50,000)? Yes ___ No ___

List any memberships in qualification-related professional or technical associations:

List any current license, certification or registration as a member of a trade or profession:

Have you ever been convicted of any violation of law? Yes ___ No ___

If yes, explain:

By law, existence of a criminal record does not act as an automatic bar to employment. This information will be considered only if you first are considered one of the top candidates for a position. If considered one of the top candidates, this information will only be considered if it substantially relates to the position for the job for which you are applying.

EMPLOYMENT RECORD

Please complete this page to include ten years of employment. Please account for any periods of unemployment as well as military service. Please attach additional pages if necessary.

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

From: ___/___/___ To: ___/___/___ Job Title/Position: _____

Company name and address: _____

Supervisor's name and phone number: _____

Your job duties/responsibilities: _____

Ending salary: \$ _____ per _____ Full Time _____ Part Time _____

Reason for leaving: _____

EDUCATION AND TRAINING

Did you graduate from high school? Yes _____ No _____

Name/location of high school: _____

If no, have you passed a high school equivalency or GED test? Yes _____ No _____

Skills and Qualifications:

Office equipment: _____

Computer software: _____

Other skills, qualifications and experience: _____

Training beyond high school: College, university, technical, nursing, business college or other schools you have attended.

Name/location of school: _____

Field of study: _____

Type of degree received: _____

Credits earned: _____ GPA: _____

Describe any education or training you have received which is not covered above, such as vocational school, correspondence courses, service schools, police academy or in-service training. Please provide dates.

The Town of Freedom is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Applicant, please read carefully and sign below. Applications which are incomplete or illegible will not be considered.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Town of Freedom to verify their accuracy and to obtain reference information on my work performance. I hereby release the Town of Freedom from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____