

Retired Clerk:

After 18 years as your Town Clerk, I have chosen not to run again in the Spring Election. As you are aware, town officers are elected every two years. This means that the Town of Greenfield will be seeking candidates to run for Town Clerk. The salary is \$6,400.00 per year paid on a monthly basis. I work about 40 hours per month. The following is an outline of the duties. Computer skills such as Microsoft Word and Excel would be required. It is also helpful to have email access.

First is the visible duties, setting the agenda with the Chairman for each board meeting. Taking and recording the minutes of all board meetings and other town meetings. Posting all notices in the required time frames. Preparing and setting up the elections. This includes working with the Chief Inspectors, testing the voting machines and documenting all the pre-election preparation and training the poll workers. Documenting and sending out absentee ballots. The clerk is also required to be certified each election cycle with a 3 hour training class. The Clerk works with the Assessor to set up the Board of Review and the Clerk is a voting member of the Board of Review.

Other duties include writing all of the checks for the town and working with the treasurer on dual control of town funds. Preparing the payroll and related reports. Preparing the Annual Report and completing a yearly state report called Form C. Applying for the Recycling Grant and completing other reports such as the mill rate worksheet and certifying the tax rolls. Taking phone calls and emails with various questions and requests for records from residents. The Wisconsin Clerks Association has a yearly schedule to use as a guide for coming events and notices.

The Clerks office is actually in my home as the Town Hall is not conducive to an office. The town owns a computer and the printer and a large 2 drawer fireproof file cabinet. The older records are stored at the Town Hall.

I would be happy to assist and train the new clerk in any way. I would also be happy to answer questions regarding the job. You can reach me evenings and weekends at 356-6317