



Town of Fond du Lac  
W5990 W Pioneer Road  
Fond du Lac, WI 54935

## **POSITION OPENING: TOWN CLERK**

FULL TIME – EXEMPT

Pay: Commensurate with Experience and Qualifications

### **Summary**

The Town of Fond du Lac seeks a town clerk. The clerk has broad responsibility for a variety of municipal functions, including the proper administration of elections, business licensing, and record-keeping for the Town. The clerk provides a valuable service to Town residents and works closely with the Town Board in the administration of Town affairs.

### **Position Description**

The Town is urbanizing and experiencing both residential and commercial growth at rapid rates, which presents unique challenges and opportunities for the Town. The Town Board is currently conducting long-term planning in the areas of land use, transportation, stormwater management, and public utility infrastructure. As a result, the Town Clerk will play an important role in helping to chart the Town's course for the coming decades.

The Clerk performs all duties required by law, ordinance, or lawful direction of the Town Board, including the following:

- Serve as clerk of the Town Board, attend meetings of the board, and keep a full record of its proceedings.
- 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, absentee applications, election setup, candidate information, poll lists, and required reporting.

- Recruit and train election workers, track training, and ensure all election inspectors meet applicable requirements.
- Prepare agendas and notices in accordance with the state open meetings law; assemble other supporting documents for meetings of the Town Board.
- Maintain and post ordinances and resolutions as required by law.
- Maintaining records of all licenses and permits issued, including liquor licenses.
- Prepare and file annual report(s) to the Department of Revenue; ensure the reports are accurate and timely filed.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

### **Qualifications**

- High school diploma or G.E.D. equivalent required.
- Three years' experience as a municipal clerk, deputy clerk, or other comparable position in a municipal government preferred.
- Certification from Wisconsin Municipal Clerk's Association, or able to obtain within five (5) years of hire is required.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license.
- Must pass a pre-employment criminal background check.
- Town of Fond du Lac residency is not required.

### **Salary and Benefits**

The clerk position salary will be based on the selected candidate's qualifications and experience. Benefits may be negotiated as part of the compensation package.

### **To Apply**

To apply, candidates should submit their resume, a cover letter, and a list of three professional references to [TFDLClerkApplications@gmail.com](mailto:TFDLClerkApplications@gmail.com).

This position will remain open until filled.

### **About the Town**

First settled in 1836, the Town of Fond du Lac has approximately 4,000 residents and is located adjacent to the City of Fond du Lac. The Town of Fond du Lac is an ideal place to raise a family – it offers strong schools, affordable housing, and access to numerous parks, cultural amenities, and sporting events. The Town also has a growing business community, featuring attractive tax rates and commercial locations. For more information about the Town of Fond du Lac, visit our website at <https://townoffdl.com>.

### **Additional Information**

The clerk will be required to attend Town Board meetings and occasionally other events and meetings.

The Town of Fond du Lac is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disabilities, sexual orientation or any other legally-protected status.