

VILLAGE OF HARRISON POSITION DESCRIPTION

Position:	Village Clerk/Human Resource Director
Department:	Administration
Reports to:	Village Manager
FLSA Status:	Exempt
Pay Grade:	Pay Grade
Benefits:	Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays
Created:	May 2025

Purpose of Position:

The purpose of this position is to ensure that all duties of the Village Clerk, as outlined in Wisconsin Statute §61.25, and those defined in Village ordinances, resolutions, and policies adopted by the Village Board or Village Meeting, are carried out accurately and in compliance with applicable regulations.

This position also includes responsibilities related to human resources functions for the Village.

Village Clerk - Essential Functions:

- Provides administrative assistance to the Village Manager and Village President in meeting management, preparing agendas, assembling exhibits and agenda attachments, and attending all regular and special Village Board meetings.
- Responsible for accurately recording the proceedings, preparing the minutes, filing, and posting as necessary for public record.
- Files ordinances and resolutions of the Village Board and oversees the codification of ordinances into the Municipal Code.
- Performs all duties related to elections, as required by Wisconsin Statutes, including maintenance of election records, safeguarding election materials and property, recruiting election workers, polling location arrangements, and assisting potential candidates for local office.
- Processes and issues various licenses and permits, including alcohol, tobacco, firearms, fireworks, special events, solicitor, and operator licenses. Ensures timely reporting to applicable state agencies..

- Prepares and publishes legal notices, correspondence, meeting notices, reports, and related documentation in accordance with statutory and policy requirements.
- Administers oath of office to public officials.
- Serves as a notary public.
- Serves as clerk for the Board of Review and reports to the state and county any changes.
- Adds special assessments, delinquent sewer/water/garbage/recycling bills to the tax roll.
- Manages and responds to public records requests in accordance with open records laws and the Village's records policy.
- Maintains and interprets the record retention policy.
- Performs other duties as required by law, ordinance, or under the direction of the Village Board or Village Manager.

Human Resource Essential Functions:

- Conducts new employee orientation relating to all benefit programs provided by the Village. Assists new employees with filling out paperwork and submitting in a timely manner, and maintains an official record of the enrollment forms.
- Administers the Village's health, life, dental, and vision insurance programs, Employee Assistance Program, Wisconsin Retirement, and Deferred Compensation programs.
- Assists active employees and benefit-eligible retirees in answering questions regarding these programs. Maintains employee confidentiality related to such assistance.
- Assists departments with recruitment processes by posting job vacancies, reviewing applications, coordinating interview logistics, and maintaining uniform hiring practices across departments. May participate in interviews and prepare related correspondence.
- Maintains secure personnel and medical files in compliance with employment and privacy laws
- Assists the Village Manager and Department Heads with employee relations and HR matters. May consult with labor attorneys as appropriate.

- Submits updates for Village property/assets for insurance purposes and facilitates the annual insurance renewal process.

Education and Experience:

Associate or Bachelor's degree in public administration, business administration, human resources, organizational development, or a related field with three to five years of local government administration and/or human resources and employee benefits administration, or any combination of education and experience in a municipal clerk environment that provides equivalent knowledge, skills and abilities. Certification as a Wisconsin Municipal Clerk is highly preferred. Willingness to obtain such certification is required if not currently held.

Knowledge, Skills, and Abilities,

- Proficiency in the use of office equipment and computer software, including Microsoft Office Suite, Windows OS, and municipal-specific platforms such as Workhorse.
- Strong written and verbal communication skills with the ability to interact professionally and effectively with elected officials, staff, residents, and vendors,
- Demonstrated ability to exercise diplomacy, particularly in confrontational or sensitive situations.
- Ability to follow detailed instructions, work independently, manage multiple tasks, and adapt to frequent interruptions.
- Excellent time management, organization, and prioritization skills with a strong attention to detail.
- Commitment to professional appearance and conduct.
- Ability to meet Village bonding requirements.
- Ability to obtain and maintain a Notary Public commission through the State of Wisconsin.

Physical Requirements and Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Election Administration Certification by Wisconsin Elections Commission

Wisconsin Municipal Clerk Certification within five (5) years

Valid driver's license in the state of Wisconsin.

Submit a resume and cover letter to:

Village of Harrison

W5298 State Road 114

Menasha, WI 54952

Or e-mail them to:

The position will remain open until filled.

The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.