

POSITION ANNOUNCEMENT

The Town of Sherry, Wood County, WI is seeking applications for the position of
Town Clerk

This position is a part-time salaried position averaging 12-18 hours per week with the responsibility of providing administrative services to the Sherry Town Board.

Application Deadline: January 10, 2025

For a complete job description contact George Lang @ 715-383-2278 or
email: chair@townofsherry.wi.gov

Interested candidates should send a letter of interest and/ or resume to:
Email: chair@townofsherry.wi.gov or to
George Lang, Town of Sherry, 9395 Vermillion Street, Milladore, WI 54454

Qualifications include:

1. Associate degree in business, human resources, accounting, or experience in areas relevant to position preferred.
2. Minimum of two years' experience in an office setting required.
3. Working knowledge and proficiency with QuickBooks Applications.
4. Working Knowledge and proficiency with Microsoft Word and Excel.
5. Strong strengths in oral and written communication.
6. Strong organizational skills.
7. Ability to work independently and as part of a team.
8. Valid Wisconsin driver's license

Responsibilities include, but are not limited to:

1. Maintain and safeguard all official town records.
2. Provide administrative support to the Sherry Town Board.
3. Ensure compliance with local, state, and federal regulations.
4. Prepare agendas for town meetings.
5. Attend Town meetings and record proceedings.
6. Manage public records requests.

7. Knowledge of election laws and procedures and oversee Town elections.
8. Ensure all town activities comply with applicable laws and regulations.
9. Assist in the preparation of the annual budget.
10. Maintain and update the town's website.
11. Coordinate with other municipal departments.
12. Prepare and distribute official town documents.
13. Administer oaths of office.
14. Maintain records of town ordinances, resolutions, and contracts.
15. Assist in the development and implementation of town policies and procedures.
16. Manage the town's retention schedule.
17. Coordinate special projects as assigned by the Town Board.
18. Ensure the confidentiality and security of sensitive information.
19. Maintain scheduling of recycle center personnel.
20. Maintain recycling center financial records.
21. Attend training as needed under the direction of the Town Board.