

The Town of Fredonia is seeking a qualified individual to fill the position of Town Clerk. This is a part-time, salaried, position requiring 10 to 20 hours per week, including some open office hours. The following is a list of duties required by this position.

Notification of and attendance at, and recording of minutes at all regular and special Town Board, Plan Commission, and Fredonia Government Center Committee meetings.

Pay all claims and keep records of them.

Oversee all processes involved with regular and special elections as directed by local and State law.

Prepare Annual Budget and Property Tax Levy

Issue licenses & permits granted by Town Board, in compliance with town and State Ordinances. Collect proper fees.

Report Highway Rating and Maintenance Status as required to the State.

Oversight of the Town Recycling Center including submitting annual recycling grant application and recycling center annual report.

Prepare and submit all appropriate documents and records with the State Departments of Revenue, Administration, Justice, Transportation, Natural Resources, and Workforce Development and with Federal agencies including the IRS, Social Security Administration, and Treasury

Appoint and oversee the Deputy Clerk.

Interested Parties should complete and submit the application found on the Town of Fredonia Website; www.town.fredonia.wi.us. Return by mail to Town of Fredonia, P.O. Box 12, Fredonia WI 53021 or by email to office@town.fredonia.wi.us.