



DUTIES AND RESPONSIBILITIES OF THE VILLAGE CLERK

Approved VBM 5-8-2017

A. General duties

1. Perform document retention maintenance of files pertaining to assigned duties in accordance with WI Statutes
2. Custodian of corporate seal
3. Attend seminars, conferences, school, professional district meetings and workshops related to Clerk's duties and responsibilities in order to keep abreast of developments/changes in municipal government and maximize the department's performance level
4. Maintain notary public designation

B. Licenses and permits

1. Administer annual liquor license renewals for operators and establishments in accordance with Wis. State Statutes
2. Administer new liquor license applications for operators and establishments in accordance with Wis. State Statutes
3. Administer annual cigarette and tobacco products retailer licensing in accordance with Wis. State Statutes
4. Conduct background checks on all license applicants and new hires
5. Administer annual Hotel/Motel licensing
6. Manage Village building permit processes with Village Building Inspector, ensuring compliance with Wis. State Statutes §101.65, §101.651, §101.653 and Village of Belgium Ordinances in Chapters 104, 123, and 270.
7. Process well permits – every 5 years
8. Administer transient merchant licensing – as requested
9. Process well abandonments – as requested
10. Maintain access to WI Administrative Code provisions Chapters COMM 20–25, and Chapters COMM 50-64 and 66 for review by residents and hired contractors applying for building permits.
11. Ensure Village Building Inspector is certified for inspection purposes by the Department of Commerce in each of the categories specified under §IND 26.06 of Wisconsin Administrative Codes
12. Ensure Village Building Inspector is fulfilling duties as set forth in Ord. §270-113 of Chapter 270, Zoning and as in contract as signed and approved by the Village of Belgium Board of Trustees.
13. Manage flow of building permit application forms and required accompanying documentation to Plan Commission and Village Building Inspector for review, approval, and inspection.
14. Distribute schedule of fees for building permits and any related information to Village Building Inspector for proper billing of permits.
15. Inform Village Building Inspector of any changes in Village Ordinances related to building construction, construction site erosion control, and zoning.

C. Management of Village Elections

1. Manage voter registration, voter participation, and election plans in State Database
2. Manage corrections of State Database notifications regarding DMV driver license non-matches, Death notifications, and Felon lists for voter registrations
3. Publish all election notices as required by Wis. State Statutes
4. Management of election worker(s) and chief inspector(s) including recruitments, work schedules, assignment of election day duties, and annual training requirements
5. Administer absentee voting in accordance with Wis. State Statutes
6. Conduct public tests on election equipment in accordance with Wis. State Statutes
7. Submission of results and delivery all election documentation to county and school district after elections in accordance with Wis. State Statutes
8. Administer local official candidate paperwork annually for Spring Election
9. Oversee notification of elected officials and administer oaths of office in accordance with Wis. State Statutes
10. Ensure all election regulations and statutes are enforced on each Election Day

D. Management of meeting packets, attendance, minutes and records

1. Scheduling meetings and creation of respective agendas for all governmental body meetings
2. Collection, compilation, and distribution of informational packets for each governmental body meeting
3. Attend all Village Board and Plan Commission meetings in accordance with Wis. State Statutes
4. Attend committee meetings as requested.
5. Attend all bid openings and Board of Review meetings in accordance with Wis. State Statutes
6. Type, sign and present minutes of each governmental body meeting for approval
7. Administer retention of the permanent records of each governmental meeting in respective minute book in accordance with Wis. State Statutes
8. Maintain all ordinance, resolution, and operational policy files in accordance with Wis. State Statutes
9. Maintain other books and publications as the village board prescribes
10. Process certified survey maps, plats, annexations for committee and board review and approval
11. Update planning and zoning records, zoning maps and street maps as approved by the governmental body
12. Coordinate and maintain records of job openings including advertising, collection of applications to be presented to the appropriate committee and village board
13. Process all open records requests of the public records of the village of Belgium

E. Vendor management

1. Research and review vendors for Village supplies or services as needed
2. Maintain vendor contracts and administer renewals of contracts
3. Maintain certificates of insurance

F. Manage board of review functions

1. Examine and report assessment roll errors to Village assessors prior to board of review
2. Schedule Open Book and Board of Review meetings with Village assessors
3. Publish Open Book and Board of Review meeting notices per Wis. State Statutes
4. Maintain all associated records produced during Board of Review meeting in accordance with Wis. State Statutes

G. Administer ordinances, proclamations, resolutions

1. Request drafting of ordinances and resolutions from Village Attorney as requested by governing body
2. Draft proclamations as requested by governing body
3. Publish/post all ordinances, resolutions, and proclamations in accordance with Wis. State Statutes
4. Maintain affidavits of publication for all ordinances, resolutions and proclamations in accordance with Wis. State Statutes

H. Manage, administer and report insurance policy renewals, updates and claims

1. Manage policy for employee life insurance
2. Administer collection and compilation of annual quotes for employee health, vision, and dental insurance benefits as well as employee enrollments during open enrollment periods
3. Manage property and liability insurance policy, notifying insurance company of changes in assets and filing claims when necessary

I. Tax roll corrections, reports and delivery

1. Oversee corrections of errors and omissions on the tax roll annually
2. Calculate allowable tax levy per Wis. State Statutes and report to Village Board
3. File statement of taxes with the WI Department of Revenue annually in accordance with Wis. State Statutes
4. Submit statement of assessment to County Treasurer annually
5. Distribute copy of final tax roll to the Village Treasurer annually

J. Maintain employee handbook, policies, procedures

1. Update employee handbook with applicable policies as established and approved by Village Board
2. Submit updated copy of employee handbook to Village Board annually or as necessary for approval of revision, and distribute approved revised handbook to Village employees
3. Maintain employee policy book, updating it with applicable policies and procedures as established and approved by Village Board. Book should be in central location that is viewable by all employees for reference.
4. Distribute copies of individual employee policies and procedures to Village employees as approved by Village Board

K. Financial functions

1. Applications for grants available for Village projects
2. Tax incremental finance district reporting, tracking
3. General obligation debt applications in accordance with Wis. State Statutes
4. Review and code invoices
5. Countersign accounts payable checks
6. Administrative and clerical assistance to the village board for annual budget

L. Economic development

1. Member of ad hoc committees
2. Informational contact for developers on development process
3. Coordinate preconstruction and ad hoc meetings as needed

M. Shared duties with the Village Treasurer

1. Create, manage, and update new employee forms
2. Assist new employees with all necessary paperwork (direct deposit form, I-9 form and respective documentation, W-4 form, and WT-4 form)
3. Administrative and clerical assistance to the village board for annual budget
4. Execute/file an official bond and maintain bondable status per WI State Stat. 632.17(2)
5. Perform Village Treasurer functions in the absence of the Village Treasurer

N. Special projects as requested by the village board

O. You must read, understand and follow the employee manual.

P. The Village Clerk is responsible for all statutory duties detailed in Wisconsin State Statutes or required by the Belgium Village Board of Trustees.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK & JOB DUTIES

I hereby acknowledge receipt of the Village of Belgium Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the Village of Belgium that provides otherwise, I have the right to resign from my employment with the Village of Belgium at any time with or without notice and with or without cause, and that the Village of Belgium has the right to terminate my employment at any time with or without notice and with or without cause. I further acknowledge and understand that my duties and responsibilities may change as deemed necessary by a majority vote of the Village of Belgium Board of Trustees in order to best serve the residents of the community.

I have read, understand and agree to all of the above. I have also read and understand the Village of Belgium Employee Handbook.

Employee Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Village of Belgium, its trustees, or residents as a result of working for the Village of Belgium that is not otherwise public record per Wisconsin State Statutes, constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Village of Belgium or to other persons employed by the Village of Belgium who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Village of Belgium’s confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

A copy of all pages contained herein, including signature pages, is to be given to employee upon completion.