



980 County Rd A, Hudson, WI 54016

www.townofhudsonwi.com

715-386-4263

Mon-Tue-Wed 9:00-4:00

August 6, 2025

Application Packet for Positions of: Town of Hudson Clerk and Town of Hudson Treasurer

Hello and thank you for your interest in these opportunities for employment with the Town of Hudson! Our Town currently has a unique and rare opportunity to build a brand new, professional & customer service-oriented team to provide top-quality service to the citizens of our charming, semi-rural town of over 8,500 residents.

We have two positions immediately available: 1) **Town Clerk**, a full-time position of 38 hours per week with the addition of 2 evening meetings a month on average; and 2) **Town Treasurer**, which currently is part-time with hours from 9am -4pm Monday through Wednesday. Both positions' salaries will depend on the candidate's qualifications and experience, as no minimum or maximums have been set by the Town Board for the wages.

To be considered for the positions, the candidates must complete the all of the following; **received by no later than 4pm August 27, 2025 (via in-person drop off, email or received by mail as of that date):**

- 1) A one-page maximum cover letter introducing yourself;
- 2) A completed and signed Job Application with references filled out, see attached;
- 3) Your Resume.

The Town will then select candidates for one or more rounds of in-person interviews. All applicants must be able to pass an in-depth background check, and consent to the Town contacting the candidate's references. The Town of Hudson will require candidates to have positive customer service-oriented qualities, and willingness to work as a team to service the needs of our residents, in addition to the candidate's other qualifications and experience. The **Town Clerk** position will also require that the candidate become certified by the State of Wisconsin to run elections before the Spring election of 2026 at Town expense. The **Town Treasurer** position does not require a CPA, but prior accounting and/or book-keeping experience is highly desirable.

On behalf of our residents, the elected officials of the Town of Hudson thank you for your interest in these positions and wish you all the best as you apply!

Sincerely,

Town of Hudson Board

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"	Position applying for
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PERSONAL DATA			
Name (last, first, middle)			
Street Address and/or Mailing Address		City	State Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work			
Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:			
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)	
Company Name	Supervisor's Name	Phone Number	
City	State	Zip	
Duties:			
Reason for Leaving	Starting Salary	Ending Salary	

May we contact your present employer?

Yes ☐No ☐N/A ☐

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)	
Company Name	Supervisor's Name	Phone Number	
City	State	Zip	
Duties:			
Reason for Leaving	Starting Salary	Ending Salary	

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)	
Company Name	Supervisor's Name	Phone Number	
City	State	Zip	
Duties:			
Reason for Leaving	Starting Salary	Ending Salary	

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)	
Company Name	Supervisor's Name	Phone Number	
City	State	Zip	
Duties:			
Reason for Leaving	Starting Salary	Ending Salary	

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

Town of Hudson - Clerk

Job Description

Reports to Town of Hudson Board

Direct Supervisor: Chairman

General Hours:

- Will be present for work 38 hours per week, Monday - Friday
- Election days: 6:00AM or earlier until the election is completed by the election chief and workers.
- All meetings of the Town Board and Town Electors, Board of Review, working sessions. Usually 3 hours, 1 or 2 Wednesdays per month.
- Any additional hours to complete the responsibilities of the position on a timely basis and as required by law.

Ideal Characteristics:

- Positive attitude when working with board members, staff and the public.
- Friendly and customer service oriented with town residents as the public face of the Town.
- Excellent communication skills for all aspects of the position.
- Able to work independently and be self motivated.
- Willing to stay updated on continued education and new rules.
- Flexible schedule for potential working sessions and attend monthly meetings to take minutes.
- Willing to ask for help and/or teach tasks if needed.
- Detail oriented when completing tasks such as record keeping, filing, due dates, etc.
- Must be able and willing to run elections. (training provided and certification required by state of WI)

Clerk Responsibilities:

The Town Clerk performs the statutory duties of the Town Clerk as provided in Wis Stat 60.33, attached as Appendix A of this document, and other related statutes as well as the duties contained in Town ordinances, resolutions and policies that may be enacted by the Town Board of Town Meeting. It is the responsibility of the Clerk to review, understand and follow these regulations as well as to keep abreast of any updates to them. Primary Function: The primary function of the Clerk is to serve as the public face and first line of contact for the Town in overseeing the day to day operations of the Town business and Town Hall under the direction of the Town Board. The responsibilities of the Clerk fall into several general categories as listed below.

- a. General Duties
 - i. Handles correspondence and inquiries received by the Town from a variety of sources
 - ii. Advises the Town Board of upcoming vacancies in various Town offices or positions
 - iii. Establishes and maintains personnel files for Town employees and others and establishes and maintains other employment related records
 - iv. Complete the reports as required by Federal, state and St. Croix County regulatory bodies.
 - v. Provides information and assistance to the Plan Commission, other Town committees and other public bodies as necessary
 - vi. Maintains a backup of computer records
 - vii. Maintains and updates Town website

- viii. Informs and updates Town Board on Town activities on a regular basis
 - ix. Performs routine clerical tasks, ie. typing, photocopying, answering the phone and responds to walk-in requests for services and others as situations may arise
 - x. Attends various training sessions, meetings and seminars as directed or scheduled and approved by the Town Board.
 - xi. Takes and files the official oath and bond as provided in Wis Stats 60.31
- b. Supportive Services to the Town Board
 - i. Facilitates various Town meetings by preparation of the required documents, i.e. agendas, minutes, resolutions, ordinances etc.
 - ii. Facilitates bids, RFT's, and the openings
 - iii. Schedules interviews for job openings and reviews
 - iv. Provides clerical support to the Town Board and maintains records of the Town Board
 - v. Researches questions and obtains information for the Board at their request
 - vi. Carries out the lawful directives of the Town Board, the Plan Commission, The Board of Adjustment and other public bodies as necessary.
- c. Legal Duties
 - i. Serves as Clerk of the Annual Town Meeting, Board of Review, any other Town meetings and the Town Board Meetings; keeps a full record of those proceedings as well as all orders, resolutions and directions made at any Town or Town Board meetings.
 - ii. Notifies appointees of their appointment and keeps records of appointments.
 - iii. Researches local, county and state record files, statutes, administrative rules, ordinances, policies etc. as dictated by the needs of the Town.
 - iv. Acts as custodian of public records of the Town as provided by Wis.Stats. 10.31 and related statutes.
 - v. Determines what Town information is available for disbursement under a request for information from various people and entities
 - vi. Maintains custody of and is responsible for all oaths, bonds, records, files, papers and property required to be deposited with the position.
 - vii. Responsible for the disposal of obsolete records as authorized by state statutes
 - vi. Assists the Town Building Inspector, Zoning Administrator, Town Engineer and Town Attorney as necessary.
- d. Election Duties
 - i. Performs duties prescribed for local clerks in the election laws, Chapters 5-12 of Wisconsin Statutes
- e. Financial Duties
 - i. Receives bills and claims against the Town, examines and validates each document, verifies the appropriate budget appropriation, issues the order to pay each bill.
 - ii. Compiles timesheets; maintains and updates payroll records
 - iii. Assists with preparation of annual budget
 - iv. Certifies the levy to the appropriate authorities
 - v. Prepares all tax documents in compliance with Wisconsin Statutes
 - vi. Apportions tax revenue collected by the Town to the various entities as required by law.
 - vii. Provides information and assistance to the Town Assessor and the Board of Review

Clerk Job Description - Appendix A

Wisconsin Statutes Sections applying to the Clerk

Wisconsin Statutes 60.33

The Town Clerk shall

1. Serve as clerk of the town meeting under S. 60.15
2. **Clerk of Town Board**
 - a. Serve as clerk of the town board, attend meetings of the board and keep a full record of its proceedings.
 - b. File all accounts approved by the town board or allowed at town meetings and enter a statement of the accounts in the town's record books.
 - c. File with the town board claims approved by the clerk, as required under s. 60.44(2)(c)
3. **Finance Book.** Maintain a finance book, which shall contain a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt, the disbursements, with the date, amount and object of each disbursement, and any other information relating to town finances prescribed by the town board.
4. **Elections and Appointments**
 - a. Perform the duties required by Chapters 5-12 relating to elections
 - b. Transmit to the county clerk within 10 days after election or appointment and qualification of any town supervisor, treasurer, assessor or clerk, a written notice stating the name and post office address of the elected or appointed officer. The clerk shall promptly notify the county clerk of any subsequent changes in such offices.
 - c. Transmit to the clerk of circuit court, immediately after the election or appointment of any constable or municipal judge in the town, a written notice stating the name of the constable or municipal judge and the term for which elected or appointed. If the judge or constable was elected or appointed to fill a vacancy in the office, the clerk shall include in the notice the name of the incumbent who vacated the office.
5. **Sale of Real Property.** Execute the conveyance of real property of the Town
6. **Notices**
 - a. Publish or post ordinances and resolution as required under section 60.50
 - b. Give notice of annual and special town meetings as required under ss.60.11(5) and 60.12(3)
7. **Records**
 - a. Comply with subch. 11 of ch. 19 concerning any record of which the clerk is legal custodian
 - b. Demand and obtain the official books and papers of any municipal judge if the office becomes vacant and the judge's successor is not elected or appointed and qualified, or if any municipal judge dies.
 - c. The town clerk shall dispose of books and papers as required by law.

8. **Licenses.** Issue any license or permit granted by the town board when presented with a receipt from the town treasurer indicating that any required fee has been paid.
9. **Annual Town Meeting** sec. 60.11, Special Town Meetings sec. 60.12 and clerk duties at Town meeting sec 60.15
10. **IN General.** Perform all other duties required by law, ordinance or lawful direction of the Town Meeting or Town Board
11. Section 60.31 Official Oath and Bond
12. Section 60.331 Deputy Town Clerk
13. Section 60.44 Claims against the Town
14. Section 60.86 Publication or posting of ordinances and resolutions
15. Section 68.0607(7) Withdrawal or disbursement from the local treasury
16. Section 79.10 State Tax Relief
17. Section 103.24 Permits and Identification Cards
18. Chapter 19, Subchapter 11 deals with Public Records and Property
19. Chapter 5-12 Elections
20. Chapter 82-92 Highways and Bridges, Drains and Fences, Farmland Preservation, Soil and Water Conservation and Animal Waste Management
21. Chapters 115-121 Schools

These lists of Wisconsin Statutes are not meant to be inclusive of all statutes that shall determine the duties of the clerk.

Town of Hudson - Treasurer

Job Description

Reports to Town of Hudson Board
Direct Supervisor: Chairman

The Town Treasurer shall perform the following duties and work the following hours:

Monday through Wednesday from 9:00 AM to 4:00 PM; and provide additional office hours as may be necessary, such as attending meetings, of the Town Board if requested by the Town Board or Town Clerk, budget workshop sessions if requested by the Town Board or Town Clerk, and all budget hearings. Detailed time sheets must be submitted monthly. Time sheets must include regular pay, holiday pay, or vacation hours. This position is currently part time but has the potential to be full time in the future.

Ideal Characteristics:

- Positive attitude when working with board members, staff and the public.
- Friendly and customer service oriented with town residents.
- Excellent communication skills for all aspects of the position.
- Able to work independently and be self motivated.
- Willing to stay updated on continued education and new rules.
- Willing to ask for help and/or teach tasks if needed.
- Detail oriented when completing tasks.

Clerk Responsibilities:

- A. Treasurer is primarily responsible for payroll, employee taxes and related financial activities, with assistance from the Town Clerk. Must learn or be proficient with the Town's financial software programs such as Quicken / QuickBooks.
- B. While present during office hours, assist the Town Clerk in the operations of the Town of Hudson office.
- C. Answer questions of the general public concerning property taxes, Town Ordinances, meeting times and other town policies.
- D. To the extent possible, provide other general information within the knowledge of the Town Treasurer. The Town Treasurer should never give legal advice and should request that the member of the public seeks the advice of a lawyer in the event the individual seeks legal help.
- E. Process dog licenses.
- F. Assist in Voter Registration, absentee voting and election set up.
- G. Make deposits, withdrawals, and transfers of Town funds, keeping itemized lists of all monies received and disbursed. Numbered receipts are to be used for monies received.
- H. Write checks for Town bills that have been approved for payment, process them as necessary and mail them to the payee.

- I. Provide a month Treasurer's report, including a list of bills to be paid and reconciliation report to the Town Board at the regular Town Board Meeting.
- J. Continuing education for the job of Town Treasurer is encouraged, and the Town will pay for the expenses of attendance at such seminars or classes if they are pre-approved by the Town Board.
- K. Perform all statutory duties of the Town Treasurer as the same are contained in Section 60.34 of the Wisconsin Statutes.
- L. Confer with the Town Clerk to attempt to schedule vacation so as not to be absent during key times such as Town Board Meetings, dog licensing, tax collection, annual or Special Town meetings, or elections.
- M. Reconcile all bank records on a monthly basis.
- N. Perform all duties relating to real estate and personal property taxes.
- O. Attempt collection on all delinquent bills.
- P. Be bonded, which the Town will pay for.
- Q. Perform such other duties as the Town Board or Town Clerk may require, from time to time.
- R. Ensure letters of credit do not expire and are renewed or executed.
- S. Prepare all Special Assessments/charges to be placed on the tax roll.
- T. Track all professional fees for projects in the Town.