



980 County Rd A, Hudson, WI 54016
715-386-4263 clerk@hudsonwi.town
February 26, 2026

www.townofhudsonwi.com

Mon, Wed, Thurs 9:00-5:00 & Tues 9:00-6:00

Application Packet for Position of Town of Hudson Clerk

Hello and thank you for your interest in employment with the Town of Hudson! Our Town currently has the opportunity to build upon the professional & customer service-oriented team which provides top-quality service to the citizens of our charming, semi-rural town of over 8,500 residents. The current Town Clerk needs to step down from the position to support their family at home but wants to ensure a smooth transition and proper service for all Town residents for the future.

The Town Clerk is a full-time position of 36-38 hours per week with the addition of 2 evening meetings a month on average. Salary 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 position, the candidates must complete all the following: received by no later than 4pm March 16, 2026 (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 August Partisan election of 2026 at Town expense.

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

Town of Hudson - Clerk

Job Description

Reports to Town of Hudson Board

Direct Supervisor: Chairman

General Hours:

- Will be present for work approximately 36-38 hours per week, Monday - Thursday
- 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, ling, 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, i.e. typing, photocopying, answering the phone and responding 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. Research questions and obtain 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. Research local, county and state record les, 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, filles, 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 time sheets; 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

- 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.
- Annual Town Meeting sec. 60.11, Special Town Meetings sec. 60.12 and clerk duties at Town meeting sec 60.15
- In General. Perform all other duties required by law, ordinance or lawful direction of the Town Meeting or Town Board
- Section 60.31 Official Oath and Bond
- Section 60.331 Deputy Town Clerk
- Section 60.44 Claims against the Town
- Section 60.86 Publication or posting of ordinances and resolutions
- Section 68.0607(7) Withdrawal or disbursement from the local treasury
- Section 79.10 State Tax Relief
- Section 103.24 Permits and Identification Cards
- Chapter 19, Subchapter 11 deals with Public Records and Property
- Chapter 5-12 Elections
- Chapter 82-92 Highways and Bridges, Drains and Fences, Farmland Preservation, Soil and Water Conservation and Animal Waste Management
- 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.

f. Notices

- i. Publishes and/or posts ordinances and resolutions as required under Wis Stats 60.80
- ii. Publishes bids, RFT's, job openings and other town business notices as required or requested.
- iii. Provides all appropriate notices as required by Wisconsin statute and Town regulations

g. Licenses

- i. Issues licenses or permits granted by the Town Board upon presentation of receipt showing that any required fee has been paid.
- ii. Sends and reviews applications for tobacco licenses, operator's licenses and alcohol licenses

h. Schools

i. Performs the Clerk's duties relating to public instruction under Wis Stats. Chapter 115-121

i. Deputy Clerk

i. May appoint a deputy Town Clerk who must take and le an oath of office and official bond

j. Other Duties as Required by the Town Board

i. Performs other required duties as assigned by the Town board pursuant to Wis Stats 60.33{11)

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 nances 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 nances 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.

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 |
|------------|-----------------------|

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.) If yes, explain: | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 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