

DEPUTY CITY CLERK /TREASURER POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the deputy city clerk/treasurer as set forth in Wisconsin Statutes § 62.09 (11)(i) & 62.09(9)(f) such as elections and licensing. Performs such additional duties as may, from time to time, be directed by the City Administrator/Finance Director. The employee performs responsible work of a clerical nature in the area of municipal accounting, bookkeeping and finance and does related work as required.

Distinguishing Features Of The Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, City ordinances, and the City Administrator/Finance Director and is executed accordingly. The Deputy Clerk/Treasurer is filled by recommendation of the City Clerk/Treasurer as per the authority under state statutes and approved by and under the supervision of the City Administrator/Finance Director. In the absence of the City Clerk/Treasurer, the Deputy Clerk/Treasurer performs the statutory duties as directed by the City Administrator/Finance Director.

Examples of work (illustrative only):

Accounting:

- Processes all requests for payment by the City except for generating checks.
- Updates the general ledger in a timely fashion.
- Maintains files of completed Form 1099s for all payees.
- Assists the accounting technician in processing accounts receivable when the Accounting Technician needs assistance.
- Reconciles general ledger accounts.
- Generates payroll checks based on data entered by other employees.
- Acts as the custodian of petty cash for the City's general fund in the absence of the City Clerk/Treasurer.

Permits & Licenses:

- Processes applications for all permits and licenses issued by the City in accordance with applicable state statute or City ordinance.
- Whenever the number of a particular kind of license or permit is limited by state statute or City ordinance, maintains a record of the number of licenses or permits issued and the number available to be issued.
- Prepares and publishes notices of licenses or permits whenever required by state statute.
- In the absence of the Customer Service Clerk, processes requests for reservations of park shelters and other park facilities.

- In the absence of the Accounting Technician and Customer Service Clerk, acts as a cashier, including daily cash counts, preparation of daily deposit slips, and other related cash receipting procedures.

Cemetery:

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- Receives information for interments and maintains interment records.
- Receives complaints about the operations of the cemetery and communicates them to the Municipal Services Department and the City Administrator/Finance Director.

Taxes:

- Adds special assessments and delinquent water and light bills to tax roll, prepares statement of taxes and statement of assessment reports, and coordinates mailing of tax bills to property owners.
- Answers questions from public about property assessment and property taxes.
- Prepares sales tax reports for all taxable transactions (excluding utility bills) for review by the City Administrator/Finance Director.

Elections:

- Assists the City Clerk/Treasurer in maintaining the statewide voter registration system database, and conducting & administering elections.
- Schedules & trains election supervisors, special voting deputies at care facilities, processes absentee ballots, and balances elections.
- Assists with conducting and administering elections.
- Maintains Assists with election poll lists, voting districts, polling place, citizen voting records, absentee ballots, and voter registration records using WiseVote.
- Assists with posting election notices so that they are published and posted in a timely fashion.
- Assists distributing election forms.
- Assists with testing of election machines.
- Assists with training poll workers.
- Assists with organizing, scheduling, and setting up Election Day activities.
- Assists with posting election activities.

Meetings:

- In the City Clerks absence: Attends and records meetings and transcribes minutes of their proceedings.
- In the City Clerks absence: Prepares agendas, public hearing notices and assembles other supporting documents for meetings of the Common Council, committees, commissions (excluding the Police Commission), and boards of the City as assigned.
- In the City Clerks absence: Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City's web site.

- In the City Clerks absence: Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the City's web site.
- In the City Clerks absence: Serves as secretary for the board of review and board of appeals.
- Attends and takes minutes for the Public Safety Committee.

Miscellaneous:

- Assists the general public in problems pertaining to City matters and handles general complaints, either in person or on the telephone.
- Takes daily bank deposits to the bank or outgoing mail to the post office if asked to do so.

Job standards (acceptable experience, training and education):

- Associate's degree in accounting and thorough knowledge of accounting methods and practices.
- A minimum of three (3) years of increasingly responsible related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability may be considered in lieu of a degree.
- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.
- Ability to maintain effective accounting/bookkeeping procedure, ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing, and ability to establish and maintain effective working relationships with employees and the public.
- Ability to make decisions in accordance with laws, regulations, ordinances and established procedures.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the city clerk/treasurer and city administrator/finance director.
- Ability to meet the bonding requirements of the city, if any.
- Ability to obtain a notary commission from the State of Wisconsin.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, WiscVote and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Hours of work: 7:30 AM to 4:30 PM, with an unpaid one-hour lunch break; additional hours may be required, especially during elections. Some evening meetings required.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the deputy city clerk/treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised and approved by Finance & Labor Relations 1/08/2015