

DEPUTY CITY CLERK POSITION DESCRIPTION

General Statement of Duties:

Performs all required statutory duties of the Deputy City Clerk as set forth in Wisconsin Statutes § 62.09 (11)(i) such as elections and licensing. Performs such additional duties as may, from time to time, be directed by the City Administrator.

Distinguishing Features of the Position:

The Deputy Clerk position is filled by a recommendation from the City Clerk as per the authority under state statutes and approved by and under the supervision of the City Administrator. In the absence of the City Clerk, the Deputy Clerk performs the statutory duties as directed by the City Administrator.

Examples of work (illustrative only):

Customer Service and Front Counter:

- Responsible for assisting citizens at the front counter and on the phone.
- When Utility Billing Clerks are unavailable, assists with receipt of payments of utility bills.
- Responds to requests by the public for information, including but not limited to, record search, title search, city information, licenses, permits, meeting schedules, tax bills, assessments, mill rate, elections, and copies.
- Processes requests for reservations of park shelters and other park facilities.
- Acts as a cashier, including daily cash counts, preparation of daily deposit slips for review and other related cash receipting procedures.

Records, Permits & Licenses:

- Processes all permits and licenses as required by the City excluding conditional use permits, building permits and historic preservation.
- Assists, as needed, the building and code enforcement officer when other staff are not available.
- Assists the City Clerk in keeping the official files of the city.
- Assists the City Clerk on requests by the public for information.
- Assists the City Clerk in maintaining the ordinance and resolution books with proof of publication.
- Assists the City Clerk in organizing, updating and maintaining all electronic records on the server. Directs staff on maintenance and storage of records.
- Assists the City Clerk on all updates of permit forms.
- Assists the City Clerk in administering and maintaining the accuracy of the website through file management, posting updates and editing.
- Assists the City Clerk in keeping records of all licenses and permits granted.
- 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.

Meetings:

- Assists with posting agendas, minutes, schedules, calendars, public notices, and public hearing notices in designated locations, via email to requesting parties, and on the City's web site.
- Assists with assembling and mailing or delivering packets of information to committees in a timely fashion.
- Assists with the 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.
- Prepares and distributes the monthly calendar of the municipal meetings.
- Takes minutes of the Public Safety Committee meetings and other meetings in the absence of the City Clerk.

Cemetery:

- In the absence of the City Clerk, answers questions about lot sales and cemetery policies.
- In the absence of the City Clerk, processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- In the absence of the City Clerk, receives information for interments and maintains interment records.
- In the absence of the City Clerk, receives questions and concerns about the operations of the cemetery and communicates them to the Municipal Services Department and the City Administrator.

Elections:

- Assists with conducting and administering elections.
- Assists the City Clerk in maintaining the state election database, and conducting & administering elections.
- Assists in the scheduling & training of election supervisors and special voting deputies at care facilities.
- Assists with election poll lists, voting districts, polling place, citizen voting records, absentee ballots, and voter registration records.
- Assists with posting election notices so that they are published and posted in a timely fashion.
- Assists with distributing election forms.
- Assists with testing of election machines.
- Assists with organizing, scheduling, and setting up Election Day activities.
- Assists with posting election activities.
- When acting as a member of the City Clerk's Office, maintains a non-partisan persona and non-political stance on ballot issues.

Miscellaneous:

- Assists the general public with problems pertaining to city matters and handles general complaints in person, via email or on the telephone.

- Assists the City Clerk with maintaining the City web site, including updates on municipal ordinances, as needed or directed.
- When asked or assigned, takes daily bank deposits to the bank and pickup utility payments from various businesses.
- When asked or assigned, takes outgoing mail to the post office and picks up incoming mail for City Hall.
- Responsible for mailing all information in officials' mail boxes in a timely fashion.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the Mayor, City Administrator, and Common Council for resolution.
- Responsible for coordinating youth sports programs by collecting fees & registrations. In the absence of a sports program coordinator, shall develop rosters, draft schedules, place orders and assign coaches.

Required knowledge, skills, and abilities:

- Knowledge of the functions and organization of municipal government and of the workings of the Common Council.
- Ability to write clear and concise reports and letters.
- Ability to read, interpret, and apply rules and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent.
- Course work in general office practices such as typing, filing, and bookkeeping.
- A minimum of one (1) year of related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfies the job standards at the discretion of the City Clerk and City Administrator.
- Ability to obtain a notary commission from the State of Wisconsin.
- Continuing education and certifications for the position are required in addition to completion of course work with the Wisconsin Clerks Institute.

Tools and equipment used:

Personal computer, billing and accounting software, word processing and spreadsheet software, , telephone, 10-12 key calculator, electric typewriter, copy machine, optical scanner, postage meter, , 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. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasional heavy lifting or maneuvering of heavy objects may be requested.

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.

To maintain consistency and availability for residents and other staff members the hours of work will be scheduled between 7:30 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift is required and additional hours for meetings may be 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 illustrative 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 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.

Approved by Finance & Labor Relations 10-08-2020

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____