

# **DEPUTY CLERK / TREASURER**

## **GENERAL NATURE OF POSITION**

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The Deputy Clerk/Treasurer positions assists the Clerk/Treasurer in the organization, direction, and coordination of all activities of the Clerk/Treasurer's Office, including administration of elections, voter registration, issuing of municipal licenses, maintenance of all official Village/Town records, and all activities related to the collection of taxes and other Village/Town money. This position reports directly to the Village/Town Clerk/Treasurer. The Deputy Clerk/Treasurer position requires continuing education to stay current with the changes in state statutes, regulations, and administrative code affecting the Village/Town. This is a full-time, salaried, exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in maintaining files on all Village/Town records, ordinances, resolutions, and fiscal information.
- Assists in publishing all legal notices, maintains Village/Town files, preserves all contracts and bonds.
- Attends meetings, takes minutes, and maintains files for the Village/Town Board and such other official boards and commissions as may be directed. Assists in preparation and oversees proper posting of and distribution of agendas for meetings.
- Issues all licenses required by ordinance or statute.
- Assists in managing Village/Town elections; oversees that required duties are performed in WisVote; coordinates preparation of absentee ballot mailings and in-office absentee voting; publishes statutory notices; assists with pre-test of election equipment; supervises purchase and maintenance of election equipment and supplies, coordinates and prepares information and supplies needed for polling locations; prepares documents for canvass of votes, audits or recounts or any other post-election activities; oversees staff updates and maintenance of street directory and address ranges in voting system; recruits, trains and schedules election workers; arranges for voting at residential care apartment complexes; trains Special Voting Deputies and Special Registration Deputies.
- Assists in the preparation and distribution of Village tax bills; prepares inserts and coordinates mailing.
- Oversees processing applications and issuing licenses and permits; e.g., liquor, bartender, dumpster, and special events.
- Oversees publication of public hearings, publication of ordinances; preparation and publication of minutes.
- Assists in maintenance of the Municipal Code book and resolutions.
- Attends and takes minutes at Village Board, Plan Commission and other meetings as necessary.
- Acts in the role of Clerk/Treasurer in the absence of Clerk/Treasurer; e.g., at Council meetings, Board of Review, swearing in of new personnel and other such duties.
- Assists Village/Town Assessor in maintaining property assessment and building records,
- Assists Village/Town Assessor in scheduling, noticing, coordinating, Board of Review meetings.
- Assists in property tax settlements with the county Treasurer and distributes to the school district and other taxing units their proportionate share of property tax collections.
- Advertises for bids, receives them, and summarizes the results.

- Supervises receipt of monies due and in the collection of delinquent accounts; ensures proper posting to accounts. Opens and closes cash drawers in Cash Receipting system during tax collection season.
- Assists in Filing financial and other reports with various state agencies.
- Coordinates the imposition and collection of special assessments or cost recoveries authorized by the Village/Town Boards.
- Works with the Accounting Manager to maintain a central accounting system for the Village/Town government and all departments in a manner consistent with accepted municipal accounting principles and practices.
- Stays current on technology advancements and makes recommendations relative to software and hardware.
- Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested.
- Complete tasks as assigned by Village/Town Administrator and Village/Town Clerk/Treasurer.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public certification within 6 months.
- Completion of the WisVote Certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.
- Valid Driver's License with good driving record.
- WCMA Certification desirable

### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED equivalent; Associated Degree in Administrative Assistant, or Paralegal, or related field is desired.
- Two to four years of increasingly responsible related experience or any equivalent combination of related education and experience that provides requisite knowledge, skills, and abilities for the position.

### **SKILLS AND ABILITIES:**

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.
- Knowledge of applicable state and federal laws concerning elections, and municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.

- Excellent math and general office skills.
- Ability to read and understand maps, including zoning and plat maps.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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 essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 50 pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving, all percentages could vary depending upon duties performed that day.

### **WORK SCHEDULE:**

- This position is located at Village/Town Hall in Somers with office hours 8:00 Am to 4:30 PM, some evening and weekend work is required.