



Position Description

Job Title	City Clerk
Department	Administration
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position provides clerical support for Council meetings, public hearings and all City committees, commissions and boards, oversees the preparation and conduct of City elections in accordance with statutory requirements, and manages the City's public records.

Supervision

Received	City Administrator, Mayor and Council
Exercised	Supervises Deputy Clerk and election workers.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs duties in support of City Council meetings and public hearings to assure that legal notice requirements are met and accurate records are kept; prepares meeting agendas, send out and posts agendas and addendum; prepares material for meetings; transcribes minutes as requested and oversees the contract transcription service; reserves meeting rooms; arranges for equipment for meetings and performs any other required duties to support the effective conducting of business.
- Performs duties in support of annual projects and statutory requirements, including Board of Review and Statement of Assessment, quarterly reports, bonding issues, budget preparation and reporting.
- Provides support to City Administrator; coordinates legal issues with City attorney and Council; drafts resolutions and ordinances; publishes notices; attends bid openings.

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- Performs duties in support of timely and effective meetings for various committees, boards, staff, department heads, etc.; coordinates agenda; attends meetings; participates in projects; maintains records and Council correspondence; prepares documents and answers questions.
- Performs duties related to records processing, ensuring that open records/meeting laws are followed; dispenses information; maintains files in accordance with Wisconsin statutes; researches records and performs related tasks.
- Performs various tasks to support the administration of the Hotel/Motel Tax and public site fees.
- Performs duties related to elections; prepares ballots (including regular, absentee and military), coordinates with county elections staff; prepares election notices; tests ballots, performs data entry; prints poll lists; arranges for poll workers; gathers all information needed for election day; maintains voting system; maintains hard copies; keeps current on election procedures.
- Maintains Special Assessment program for the City including completion of special assessment letters and preparation of all statutory documents related to special assessments including notification to Waupaca County for placement on annual tax bill.
- Maintains Mobile Home Taxes; calculates Lottery Credit; administers Public Site fee program.
- Performs additional projects and provides management support as assigned; processes mail and provides front desk support.
- Works with FBO and Waupaca Municipal Airport; provides receipts for hangar and lot payments; prepares lease agreements; prepares list of bills; prepares agenda packet.
- Participates in seminars and continuing education opportunities; attends required meetings and participates in work groups and committee assignments.
- Maintains knowledge and skills in records management, election regulation, municipal codes, computers, office equipment and procedures.
- Provides assistance to other departments as requested.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an Associate's Degree or at least 2 years of technical training in administrative secretary or office administration, plus 1 - 3 years of related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Local and state election laws and processes. • Laws and regulations related to records management and open records law requirements. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Multitask and prioritize workload.

	<ul style="list-style-type: none"> • Work independently with minimal supervision. • Assign tasks and monitor the work of election workers. • Prepare and maintain accurate records, files and reports. • Establish and maintain effective working relationships with elected and appointed officials; board, commission and committee personnel; supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Public speaking. • Organization and time management.

Necessary Special Requirements

Certified Municipal Clerk (CMC) Certification; Wisconsin Certified Municipal Clerk (WCMC) Certification; Notary Public

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 essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is required to sit for prolonged periods of time; and to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.