



Position Description

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

Scope of Work

This position provides clerical support for City Clerk, including but not limited to Council meetings, public hearings and all City committees, commissions and boards, assists in the preparation and conduct of City elections in accordance with statutory requirements, and manages the City’s public records. This position also provides support for the Finance Department and is responsible for the processing of numerous financial transactions and is required to perform a variety of related tasks.

Supervision

Received	City Clerk
Exercised	Assists Clerk in assigning work and training election inspectors, but does not act in a supervisory role.

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.

- Assists the City Clerk with 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; reserves meeting rooms; arranges for equipment for meetings and performs any other required duties to support the effective conducting of business.

- Assists the City Clerk with duties in support of annual projects and statutory requirements, including Board of Review.
- Provides support to City Clerk; coordinates legal issues with City attorney and Council; drafts resolutions and ordinances; publishes notices; attends bid openings.
- Assists the City Clerk with 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.
- Assists the City Clerk with 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.
- Assists the City Clerk with various tasks to support the administration of the Hotel/Motel Tax.
- Assists the City Clerk with duties related to elections; prepares ballots (including regular and absentee), 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.
- Assists the City Clerk with Maintaining Special Assessment program for the City including completion of special assessment letters.
- Assists the City Clerk with Maintaining Mobile Home Taxes; calculates Lottery Credit and State Reporting.
- Assists the City Clerk with administering the Public Site fee program.
- Assists the City Clerk in working with FBO and Waupaca Municipal Airport; prepares lease agreements; prepares agenda/packet.
- Processing of license and permit applications; renewal notices and State reporting requirements.
- 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 code, computers, office equipment and procedures.
- Provides assistance to other departments as requested, performs additional projects and provides management support as assigned; provides front desk support.
- Assists Finance Department in processing receipts from the public and City departments.
- Assists Finance Department in reconciling daily cash register drawers, and prepares bank deposits.
- Maintenance of accounts receivable related invoice processing and collection.
- Ordering general office, printing, postage and copier supplies for City Hall.
- Assists in distribution of incoming mail.
- Provides information regarding various forms of inquiries: telephone, over-the-counter and written requests.
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval in the Clerk and Finance departments.
- Assists other departments as requested; performs research and provides information as needed.
- Assists in the processing of utility billing and customer accounts.
- Maintains Delinquent Personal Property Tax Collection.

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.• 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.