



### **Job Description**

#### **Deputy Clerk/Deputy Treasurer**

FLSA Status – Non-Exempt, Full Time Hourly

#### **General Definition of Work**

Assists with the general duties of the Clerk Treasurer. Wide range of clerical and village related duties including assisting with accounts payable, agenda packets for all meetings, licensing, and permitting, assisting with elections preparation and over all election duties, utility billing, payments, processing finals, meter changes, trouble-shooting issues, picking, opening, and routing mail, answering phones, and in person customer service. Reports directly to the Clerk Treasurer. This is a regular full-time 40-hour a week position with benefits.

#### **Qualification Requirements**

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

#### **Essential Functions**

- Receive, distribute and process incoming and outgoing mail.
- Process check, cash, and online payments of all incoming revenue. Create a daily deposit, apply payments through cash receipting process in software to revenue accounts, scan checks for electronic deposit to bank, balance the deposit with the file for the bank) Process final bills and set up new accounts. Create and export monthly ACH file to bank for utility payments. Process meter reading and prepare monthly utility bills.
- Accounts payable processing includes coding bills, data entry, and printing checks and vouchers, compiling invoices and checks/vouchers, mailing out checks, and filing all supporting documents in order as needed.
- Election Administration/Conducting Elections. (Maintains voter registration files in WisVote to include registering new voters, recording changes of address, issuing absentee ballots, maintaining absentee ballot logs, and maintaining records. Manage absentee voter lists, prepare paperwork, and supplies for election days, assist with scheduling election workers, preparing election location, processing absentee ballots, balancing election results, and submits required reports as needed.
- Office support functions-Typing, filing, answering phones, greeting visitors, operating general office equipment, records management, provide basic administrative services.
- Respond to customer inquiries and information requests- in person, by phone, and through email.

- Assists the public in problems pertaining to village matters and handles general complaints, either in person or on the telephone in order to support positive community relations.
- Assists as needed with applications for all permits and licenses issued by the Village. (Process liquor licenses and operator's licenses)
- Processing annual pet licenses and reconcile collections with balance due to county and annual report to county for pet licenses.
- Prepare tax bills for mailings and apply payments through tax software and return receipts as requested.
- Update and post meeting minutes, agendas, and notices to the notice board and on the website.
- Assembles supporting documents for the board meetings and all committees, commissions, and boards of the village.
- Process rental requests for Village Hall & Park Shelter, schedule dates on calendar, collect deposits, and rental fees, distribute keys for park and hall rental.
- Prepares and edits Monthly Newsletter
- Maintains Village web page.

### **Knowledge, Skills and Abilities**

Operation of a personal computer, including Microsoft Office applications, telephone, multi-function copy/fax/scan machine, 10-key calculator. Ability to file and maintain records. Ability to establish and maintain effective working relationships and communication with other Village personnel, outside agencies, and the public. Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public on sensitive issues in area of responsibility. Ability to type at a speed necessary for successful job performance. Ability to work accurately under pressure to meet deadlines. Ability to maintain confidentiality and make responsible decisions in accordance with established policies and procedures. Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate. Ability to communicate effectively orally and in writing. Ability to deal with the public efficiently, tactfully, and courteously. Attention to detail. Strong customer service background.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office).

### **Education/Experience**

Associate degree or equivalent from a two-year college or technical school in accounting business administration or similar; or five years related experience and/or training; or equivalent combination of education and experience. Prior municipality work experience is beneficial/preferred. Knowledge of cash handling, banking and balancing deposits

**Special Requirements**

Ability to obtain Statewide Voter Registration system certification within one year of employment. Willing and able to do continuous training and skill building with Municipal Clerks Association, software programs and voter registration system.

---

Employee signature acknowledging receipt and understanding of job description.