

DEPUTY CLERK / TREASURER

Updated: November 2023

POSITION SUMMARY

The Deputy Clerk / Treasurer is a full-time, hourly position under the general direction of the Clerk/Treasurer and the requirements of the Wisconsin State Statutes. The position reports to the Clerk/Treasurer and is responsible for assisting with the general duties of the Clerk-Treasurer, as well as those associated with, Public Works, Utilities, and Parks. The job performance is evaluated by the Clerk/Treasurer.

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

1. Primary contact for all questions regarding Building Inspection, Building Permits, Shelter Reservations, citizen requests for service, and other responsibilities of daily Village Hall operations.
2. Assist the Building Inspector in the issuance of ROW permits, Zoning Permits, Building Permits or other Village permits, dog/cat licenses, or other licenses.
3. Assist the Clerk/Treasurer and issue all Alcohol licenses as per ordinance and State Statute (Chapter 125), except as otherwise provided.
4. Provide support to the Clerk/Treasurer for all tasks as assigned.
5. Processes all incoming mail, collects and receives monies from the public, and financial institutions and processes the payments and daily deposits.
6. Assist the Clerk/Treasurer with any Assessment Roll creation or editing for tax roll.
7. Primary front counter contact for the collecting of annual property taxes.
8. Assists with the collection of special assessments, special charges, and delinquent personal property taxes when payment is received from the County or individuals.
9. Serves as the primary backup to the Clerk-Treasurer in performing Village Clerk duties and as the Utility and Billing Clerk backup in their full absence.
10. Takes minutes at Board and Committee meetings when the Clerk/Treasurer is absent.
11. Assists with the organization and upkeep of all Village Hall records.
12. Provides primary operations for key checkout, supplies, and other various necessary tasks.
13. Assist with the Village's website and social media with updates and notices, uploading agendas, notices, meeting minutes, etc.
14. This position is also responsible for other duties, special projects, mailing of invoices, other mailings, and responsibilities as assigned by the Clerk-Treasurer.
15. Assist the Clerk/Treasurer and perform all election duties as required by Wisconsin Statutes (ch.5-12)

EDUCATION & SKILL REQUIREMENTS:

1. Associate's degree in accounting or business-related field; and/or public accounting work experience minimum of two (2) years of municipal accounting. General accounting experience is preferred, preferably in a municipal setting
2. Ability to obtain Municipal Clerk and Treasurer certification.
3. Additional continuing education and training may be required.
4. Must be proficient in the use of Microsoft Word, Publisher, Excel, Internet & e-mail
5. Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business

processes efficiently and effectively.

6. Requires ability to maintain clear and concise records and to manage information using effective record and file organization.
7. Ability to react to change productively and to complete tasks initiated
8. This position requires the ability to multi-task and manage interactions appropriately with the public, Village Board, and co-workers.

PHYSICAL REQUIREMENTS:

1. Ability to lift/carry/push/pull at least 25 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner

The position description is not to be interpreted as all-inclusive. The intention is to identify the major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description. State Statutes, Village Ordinances, and Board direction may change.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.