

## Village of Pardeeville Position Description

Name: \_\_\_\_\_

Department: Clerk

Position Title: Clerk Intern

Type: Seasonal

FLSA: Non-Exempt

Date:

Reports To: Clerk-Treasurer

### **Purpose:**

- This position exists to supplement the Village's Clerk Department with records retention, filing, and various other Clerk related tasks. This position is a seasonal, temporary position consisting of approximately 12 weeks in the summer.

### **Typical Duties:**

- Working under the Clerk-Treasurer and with the Deputy Clerk-Treasurer and Utility Clerk to aid in records retention, filing, and proper storage of crucial documentation relating to Village operations.
- Handling of historical documents relating to Village projects, actions, and operations.
- Sorting, and proper tabulation, of key files in the Village storage room and records holding facility.
- All other duties as assigned.

### **Minimum Training and Experience:**

- At least two years of Highschool completed.
- Must have a reliable transportation mode to Village Hall.

### **Special Knowledge:**

- Knowledge or understanding in Wisconsin records retention laws are a plus, but not required.
- Prior office work is a plus, but not required.

### **Physical Requirements:**

Must have the ability to sit, stand, crouch, bend, squat for periods of time. Must be able to lift up to 25 pounds. Have the ability to sit for hours at a time. This position will primarily be in an office, with regulated temperature.

### **Communication:**

- Must be able to read, comprehend, interpret, and follow both written and verbal directions.
- Must have the ability to communicate effectively with other Village employees as well as professionally convey information to the Public, when needed.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages all interested candidates to apply. The Village also encourages both prospective and existing employees to discuss any potential accommodations with their employer. There is a background check and drug-screening requirement for this position.