## Job Title: Deputy Clerk-Treasurer

Salary: $17 – 20 hourly

Job Type: 35 hours/week (Full-time)

Location: Town Hall, 6157 County Highway P, Dane, WI

## SUMMARY

The Deputy Clerk-Treasurer acts as the primary public contact at Town Hall and performs routine clerical, customer service, administrative and data processing work in accounts payable/receivable, licensing, election administration, meeting preparation/follow up, and tax collection at the direction and under the supervision of the Clerk-Treasurer.  Serves as Deputy Clerk-Treasurer in accordance with Sec. 60.331 and 60.341, Wis. Statutes. Work is performed under guidelines set by state statues and town ordinances, policies and practices, all executed accordingly.

*JOB DUTIES AND RESPONSIBILITIES*

Accounts Payable/Accounts Receivable

* Review bills for accuracy
* Prepare bills for coding
* Process bills for payment along with supporting reports.
* Mail bills with required remittance copies.
* Prepare billings for amounts due to the Town and maintain open folder of open invoices.
* Send notices for past due receivables reporting unpaid account to the Clerk-Treasurer.

Tax Collection

* Maintain and update Special Charge list
* Review and verify fire and EMS districts for special codes
* Assist with the preparation and mailing of the tax bills.
* Collect and accurately record property tax payments in GCS system and prepare deposit slips
* Prepare and issue tax overpayment refunds

Accounting

* Prepare cash receipts.
* Prepare monthly journal entries
* Prepare bank reconciliation report
* Reconcile petty cash
* Assist Clerk-Treasurer and Town auditor with the annual audit report.
* Assist Clerk-Treasurer with developing annual budget.

Elections

* Maintain chief election inspector position, achieving required training hours.
* Assist the Clerk as needed to maintain the list of voters using the Statewide Voter Registration System, adding new registrants and deleting any voters that have moved or passed away.
* Assist in preparation and testing for all elections
* Assist with management of Election Day operation, delivery of materials and compilation of results.
* Maintain permanent absentee voter’s list.
* Assist in mailing absentee ballots to all voters on the permanent list, track absentee ballots received and absentee ballots requested.

Peripheral Duties

* Assist with walk in customers and answering of the telephone.
* Open and sort mail.
* Preparation and dissemination of zoning and plan commission applications to Town professionals for review.
* Develop agendas and prepare meeting packets for Plan Commission, Town Board and various meetings.
* Meeting research, preparation and set up.
* Assist with preparation and bulk mailing of quarterly newsletters.
* Working with residents to resolve service complaints or questions
* Assist with inquiries, directing residents to appropriate department for assistance.
* May be the first contact on many complaints and issues with residents.
* Maintain postage and office supplies.
* Assist Clerk-Treasurer in the issuance of dog licenses, and voter registration.
* Maintain files and binders and assist with filing.
* Compile cost estimates for proposed projects/purchases as directed
* Communicate & record new refuse/recycle requests
* Town errands
* Process and respond to title company requests.
* Issue dog licenses.
* Assist with issuance, maintenance and reporting of operator, liquor, salvage yard and mobile home licenses.
* Perform background checks on license applicants
* Record building permits for Town’s records and the Assessor.
* Maintain permit deposits and issue completion deposit refunds as appropriate.
* Maintain Town records for resolutions, ordinances, meetings, minutes, etc.
* Maintain fixed assets records and property inventory record for insurance purposes.
* Attend available workshops, educational sessions, as required.
* Support of and assistance to the Clerk-Treasurer needed.

The above listing describes the general duties but not a complete listing of all duties and responsibilities of the Deputy Clerk-Treasurer.

*REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES*

* Knowledge of clerical office procedures and computer applications including word processing, spreadsheets, databases, desktop publishing, and document management applications;
* Knowledge of general city operations, policies, procedures and ordinances;
* Skill in operating office machines including computers, typewriters, multi-line telephones, fax machines, calculators, copiers, postage machines;
* Ability to establish positive working relationships with other employees, elected officials, election workers, and the general public. Strong customer service and teamwork skills are essential;
* Ability to complete multiple tasks simultaneously and within deadlines;
* Ability to perform data entry accurately and efficiently;
* Ability to comprehend complex information, including city ordinances and state statutes relating to election laws and licensing.

*EDUCATION AND EXPERIENCE:*  
Graduation from an accredited high school and experience working in an office setting is required. A degree in public administration, business, or a related field, prior municipal experience, and additional specialized training in election related duties, and certification through the Wisconsin Municipal Clerk Association are desirable.