

Job Title: Deputy Clerk-Treasurer

Salary: \$25+ hourly DOQ

Job Type: Administrative/Office/Municipal; 35 hours/week avg. (Full-time)

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

Position posted until filled.

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 statutes 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/admin setting are 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.

Ideal candidate will have the capacity and desire to grow/transition into the Clerk-Treasurer position.