

DEPUTY VILLAGE CLERK /TREASURER POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the deputy clerk/treasurer as set forth in Wisconsin Statutes § 62.09 (11)(i) and 62.09(9)(f) . This position is supervised by the Village Clerk/Treasurer. The employee performs responsible work of a clerical nature in the area of municipal accounting, bookkeeping, elections,finance and does related work as required.

Distinguishing Features Of The Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, and Village ordinances. The deputy clerk/treasurer position is filled by approval of the Village Board. In the absence of the Village clerk/treasurer, the deputy clerk/treasurer performs the statutory duties.

Examples of work (illustrative only):

Water and Sewer Utility:

Perform all duties pertaining to the water and sewer utilities, invoicing, billings, collections, delinquent accounts, disconnects, account adjustments and administer new accounts, PSC reports.

Accounting:

Process all accounts payables and accounts receivables. Cash handling, bank reconciliations for all funds, prepare account balance and prepare payment documents for the Finance Committee Meetings. Enter all vouchers for payments, print checks, mail and file. Prepare wire transfer for bond payments, property tax settlements. Enter General Journal entries as required. Acts as a cashier, including daily cash counts, preparation of daily deposit slips, and other related cash receipting procedures.

Payroll:

Perform all payroll functions including biweekly payroll, tax payments including WI Retirement, quarterly and annual reports and Workers Comp audit. Administer employee benefit programs.

Permits & Licenses:

Processes applications for all permits and licenses issued by the Village in accordance with applicable state statute or Village ordinance. Maintains a record of the number of licenses or permits issued. Prepares and publishes notices of licenses or permits whenever required by state statute and filing of state reports. Processes requests for reservations of park shelters and other park facilities

Cemetery:

Answers questions about lot sales and cemetery policies. Processes sales of lots and maintains lot ownership records, including acting as the cashier for cemetery transactions. Receives

information for interments and maintains interment records. Receives complaints about the operations of the cemetery and communicates them to the Public Works Department.

Assessment and Taxes:

Files statement of assessments to both county clerk's and DOR. Adds special assessments, delinquent utilities, and special charges to tax roll, prepares statement of taxes, and coordinates mailing of tax bills to property owners. Answers questions from the public about property assessments and property taxes.

Elections:

Assists the Village clerk/treasurer in conducting and administering elections. Processes absentee ballots, and balances election data.

Committees:

Responsible for the Planning and Zoning Committee and Board of Review

- Attends and records meetings and transcribes minutes of their proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council and for all meetings of all committees, commissions, and boards of the Village.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the Village's web site.
- Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the Village's web site.
- Serves as secretary for the board of review .
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Meetings:

In the absence of the Village clerk/treasurer, performs the following functions for the Village Board Meetings/Finance Committee

- Attends and records meetings and transcribes minutes of their proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council and for all meetings of all committees, commissions, and boards of the Village.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the Village web site.
- Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the Village web site.
- Serves as secretary for the board of review and board of appeals.

Public Media:

Prepares and distributes monthly newsletter, creates and updates information for the Village website including calendar of events and other public media as determined by the Village Board.

Miscellaneous:

Assists the general public in problems pertaining to Village matters and handles general complaints, either in person or on the telephone. Takes outgoing mail to the post office and posting of agendas in appropriate locations.

Job standards (acceptable experience, training and education):

Completion of high school (or G.E.D), supplemented by college/technical courses, training or work experience which provides thorough knowledge of accounting methods and practices or that provides the required knowledge, skills and ability to perform the duties of this position.

Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.

Skill in operation of equipment listed below.

Ability to maintain effective accounting/bookkeeping procedure, ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing, and ability to establish and maintain effective working relationships with employees and the public.

Ability to make decisions in accordance with laws, regulations, ordinances and established procedures.

Ability to attend and receive certifications from the Wisconsin Municipal Clerk's Association and Municipal Treasurer's Association of Wisconsin.

Equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the Village clerk/treasurer and Village Board.

Ability to meet the bonding requirements of the Village.

Ability to obtain a notary commission from the State of Wisconsin.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, Village Utility and Accounting software, calculator, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Hours of work are as determined by the Village Board, additional hours may be required, especially during elections. Some evening meetings required. A probationary period of one year is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the deputy clerk/treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.