



## Position Description

<b>Job Title</b>	Deputy Clerk
<b>Department</b>	Administration
<b>Employment Status</b>	Full Time
<b>Exempt/Non Exempt Status</b>	Nonexempt

### Scope of Work

This position provides clerical and administrative support to the City Clerk, including but not limited to Council meetings, public hearings and all City committees, commissions and boards, online licensing and manages the City's public records. Administers City elections in accordance with statutory requirements.

### Supervision

<b>Received</b>	City Clerk
<b>Exercised</b>	None

**Essential Job Functions.** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Assists the City Clerk with duties in support of City Council meetings and public hearings to assure that legal notice requirements are met and accurate records are kept; prepares meeting agendas, send out and posts agendas and addendum; prepares material for meetings; transcribes minutes as requested; reserves meeting rooms; arranges for equipment for meetings and performs any other required duties to support the effective conducting of business.
- Assists the City Clerk with duties in support of annual projects and statutory requirements, including Board of Review.
- Provides support to City Clerk; coordinates legal issues with City attorney and Council; drafts resolutions and ordinances; publishes notices; attends bid openings.

- Assists the City Clerk with duties in support of timely and effective meetings for various committees, boards, staff, department heads, etc.; coordinates agenda; attends meetings; participates in projects; maintains records and Council correspondence; prepares documents and answers questions.
- Assists the City Clerk with duties related to records processing, ensuring that open records/meeting laws are followed; dispenses information; maintains files in accordance with Wisconsin statutes; researches records and performs related tasks.
- Administers elections; prepares ballots (including regular and absentee), coordinates with county elections staff; prepares election notices; tests ballots, trains poll workers; schedules poll workers; gathers all information needed for election day; maintains voting system; maintains hard copies; keeps current on election procedures.
- Assists the City Clerk with maintaining Special Assessment program for the City including completion of special assessment letters.
- Assists the City Clerk with maintaining Mobile Home Taxes; calculates Lottery Credit and State Reporting.
- Assists the City Clerk in working with FBO and Waupaca Municipal Airport; prepares lease agreements; prepares agenda/packet.
- Processing of license and permit applications; renewal notices and State reporting requirements.
- Participates in seminars and continuing education opportunities; attends required meetings and participates in work groups and committee assignments.
- Maintains knowledge and skills in records management, election regulation, municipal code, computers, office equipment and procedures.
- Maintains Dog / Cat listing, reporting to county all reports and fees due.
- Provides information regarding various forms of inquiries: telephone, over-the-counter and written requests.
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval in the Clerk and Finance departments.
- Provides assistance to other departments as requested.
- Assists Finance Department in limited daily operations.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

1 - 3 years of related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Business English (grammar, punctuation, spelling, and tone) and basic math.</li> <li>• Basic knowledge of Microsoft Office applications.</li> <li>• The use of standard office equipment including computers and relevant software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Ability to maintain the confidentiality of all City of Waupaca and client-related concerns.</li> <li>• Ability to understand and effectively carry out verbal and written instruction.</li> <li>• Multitask and prioritize workload.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work independently with minimal supervision.</li> <li>• Assign tasks and monitor the work of election workers.</li> <li>• Prepare and maintain accurate records, files and reports.</li> <li>• Establish and maintain effective working relationships with elected and appointed officials; board, commission and committee personnel; supervisors, coworkers and the general public.</li> <li>• Learn laws and regulations related to records management and open records law requirements.</li> <li>• Learn local and state election laws and processes.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Customer service.</li> <li>• Public speaking.</li> <li>• Organization and time management.</li> </ul>
<b>Necessary Special Requirements</b>	
Notary Public and required WISVOTE training for elections, within 3 months of hire	
<b>Physical Demands</b>	
<p>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 essential functions.</p> <ul style="list-style-type: none"> <li>• Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.</li> <li>• Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.</li> <li>• While performing the duties of this job, the employee is required to sit for prolonged periods of time; and to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li> <li>• The employee is occasionally required to bend, crouch, or kneel.</li> <li>• The employee must occasionally lift and/or move up to 25 pounds.</li> </ul>	