

VILLAGE OF CLEVELAND, WISCONSIN JOB DESCRIPTION

Position Title: DEPUTY CLERK-TREASURER
Department: Administration
Status: Hourly, Non-Exempt
Position Reports To: Administrator/Clerk-Treasurer
Date Approved: September 17, 2013
Date Amended: August 21, 2018

POSITION SUMMARY

Assists the Administrator and Clerk-Treasurer in all aspects of those functions, including confidential matters, elections, licensing, accounting, records management and other duties. Performs complex administrative tasks that require independent judgment. Provides some supervision for part-time support staff and election workers. Attends elections, night meetings upon request or in the absence of the Clerk-Treasurer. Attends and prepares minutes for Plan Commission meetings.

ESSENTIAL FUNCTIONS

1. Receive, receipt, and dispense Village monies. Post general and tax receipts, maintain financial records, and create monthly reports. Balance petty cash fund regularly and maintain bank balances. Record accounts payable and payroll checks, and direct the distribution of those checks. Prepare bill payments for Clerk-Treasurer approval; process and mail payments. Maintain customer accounts, issue bills timely, monitor collections, apply late fees, and issue payment reminders. Approve extensions of credit within departmental policy.
2. Prepare and maintain special assessment, special charge, and delinquent utility records.
3. Collect, prepare and review tax exempt parcel reports every two years and submit summary to State.
4. Prepare and compile information for Worker's Compensation and annual audits, accountant statements, and Public Service Commission reports.
5. Prepare and issue Forms 1099 to appropriate vendors.
6. Monitor accounts for compliance with contracts, agreements, and leases, including certificates of insurance.
7. Responsible for day-to-day election activities. Register voters, maintain state and local election databases, prepare election forms and notices, schedule and train election workers, prepare machines, attend recounts, and ensure compliance with Federal and State requirements.
8. Distribute and issue alcohol, tobacco, building, well permit, and other applications. Review alcohol- and tobacco-related licenses; prepare and file reports in accordance with State and local requirements.
9. Perform general office duties including issuing dog licenses, answering inquiries in person or by phone or email, filing, copying, and ordering supplies.
10. Prepare equipment for meter reading. Review accounts, make adjustments, and issue work orders.
11. Attend Plan Commission meetings and prepare minutes. Attend other meetings and prepare minutes as directed.
12. In the absence of the Clerk-Treasurer, supervise the functioning of the office and perform the clerk-treasurer's duties as necessary. Perform the duties of other support staff in their absence.
13. Research and resolve complex issues, and report resolution to Clerk-Treasurer.

14. Schedule meetings and return RSVPs as needed. Prepare and distribute meeting agendas and materials, and ensure compliance with posting and notice requirements.
15. Ensure issuance of newsletter and reminders.
16. Train and assign tasks to other support staff as needed and monitor performance; flag concerns for Clerk-Treasurer review.

PERIPHERAL DUTIES

1. Attend seminars, professional meetings, workshops, and webinars to keep abreast of developments in municipal government.
2. Maintain certifications.
3. Participate in emergency government training.
4. Work safely and follow safety practices and standards; report and/or correct any existing or potential safety or accident hazards.

KNOWLEDGE, SKILLS AND ABILITIES

1. Understand and employ modern office and financial management principles and practices.
2. Effectively communicate verbally, visually, and in writing.
3. Read, write, and understand English.
4. Perform mathematical calculations.
5. Proofread and detect errors in records while processing work.
6. Maintain confidentiality of Village matters in areas not subject to public disclosure.
7. Understand and implement Village ordinances, resolutions, policies, and procedures; and Federal, State, and County laws, administrative codes, and procedures.
8. Operate specialized office machines and learn modern computer technologies and software applications.
9. Maintain accurate and complete manual and electronic records and files.
10. Prioritize tasks and projects.
11. Coordinate operations and services.
12. Effectively manage time and supervise others, and work cooperatively with other employees, agencies, and the public.
13. Forecast, define, research, investigate and resolve problems.
14. Identify needs and areas of concern, and plan and implement solutions.

This position requires the ability to professionally represent the Village in business and social functions, efficiently absorb and analyze new information, accurately handle money, and operate office equipment with speed and accuracy, including various software products. The employee must be detail-oriented, adaptable, flexible, and a quick learner.

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded

Reasonable accommodations may be made for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION, EXPERIENCE, AND LICENSING

Minimum Required:

- Two (2) year Associate Degree in accounting or equivalent accounting education, with two (2) years of supervisory experience working with the public; or five (5) years of experience in a municipal or accounting field, with two (2) years of supervisory experience working with the public.
- Computer experience including word processing, spreadsheet, and Internet/email applications; with preference for demonstrated competency in word processing and accounting skills.
- Bondable.
- Valid Wisconsin motor vehicle operator's license and willingness to use own transportation in the course of performing duties.

Desirable:

- Certification from the Wisconsin Municipal Clerks Association or International Institute of Municipal Clerks.
- Certification from the Municipal Treasurers Association of Wisconsin.
- Notary Public.

EQUIPMENT USED

Employee must be able to operate a motor vehicle and general office and other equipment, including but not limited to: computer and laptop computer with standard suite of office software, printer, calculator, copier/fax/scanner, tape recorder/microphone, and other desktop office supplies, postage meter, multi-line telephone system, portable radio, cellular telephone, paper/compact disk shredder, election machines.

WORK ENVIRONMENT AND WORKING CONDITIONS

The majority of the workday is spent indoors in a normal office setting with mild noise levels and low-variation temperatures. Working conditions include an equal amount of time sitting, standing, and walking; frequent use of one step to enter/exit vault and a staircase to access/exit basement level of building; lifting, pushing/pulling, or carrying objects up/down stairs that weigh up to twenty (20) pounds sometimes, with a maximum of fifty (50) pounds infrequently required; climbing, stooping, kneeling, crouching, crawling, twisting, or bending are often required; and repetitive hand movements are sometimes required. Audio, visual, and verbal functions are essential to performing this position. There are regular evening meetings and occasional overnight travel.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the Village as the needs of the employer and requirements of the job change.