

ASSISTANT TO THE CLERK-TREASURER JOB DESCRIPTION

Assistant to the Clerk-Treasurer

Report to Clerk-Treasurer

General Job Summary

To assist and support the Clerk-Treasurer in performing the duties listed below as well as any other responsibilities of the Clerk-Treasurer's Office. Assist with coordinating elections, maintaining duties in WisVote, website maintenance, licensing procedures and updating database, creating agendas/minutes, processing accounts payable and receivable and all aspects of the Utility billing and accounts.

Elections: Poll worker recruitment and scheduling and training. Ordering supplies, equipment testing. Absentee ballot processes. Publishing notices, answering requests from citizens.

Licensing: Process liquor and bartender applications and licenses. Pet Licensing and register bicycles.

Finance: We use QuickBooks. Process accounts payable and receivable for the Village General Accounts, Tax, Investments, Borrowing, etc.

Payroll and all related liability transactions

Water and Sewer Utility Accounts and Monthly Billing

Revolving Loan Accounts

Reconciliation for all accounts

Prepare Financial Reports for Board meetings

Work with Village Assessor and property assessments

Mobile Home monthly parking fees, pay and distribute the School's share of that fee

Assist with Budget preparation

Calculate and compute Mill rates for the Tax Roll

Public Meetings: Prepare agendas and minutes for Board and Committee meetings. Assist with zoning ordinances and publish notices as required.

Administrative: Assist with municipal code (ordinance) maintenance. Answer and route telephone calls, process Clerk's office mail and other customer service tasks.

Website and Social Media: Maintain website for Clerk's Office and Elections and post updates on social media.

Open Records Requests: Assist with processing open records. Collect data from various departments as needed to answer.

Perform additional duties as assigned and attend any required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Village or governmental authority.

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. This job description 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.

Required Minimum Qualifications

High School Diploma

Ability to obtain Wisconsin Municipal Clerk Association Certification

Knowledge, Skills and Abilities

Ability to professionally communicate orally and in writing with the Village Board, Residents, Public Officials, Administration, and all Village Staff.

Ability to provide guidance, assistance to others such as co-workers and the public on how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of references, descriptive and/or advisory data and information such as reports, resolutions, agendas, minutes, statistical reports, voting guidelines, statutes, ordinances, procedures, and non-routine correspondence.

Ability to perform addition, subtraction, multiplication, and division: and to calculate percentages and decimals.

Ability to carry out instructions furnished in written, oral or diagram form.

Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Ability to multi-task and complete assignments in an environment with frequent interruptions.

Skilled at providing excellent customer service.

Equipment Used

Election equipment, Computers, Copier/Scanner, Folding machine, Telephone, Calculator, and other general office equipment. Programs used QuickBooks, Word, Excel, Utility Billing Program. Website and Facebook knowledge is a plus.

Benefits

Health Insurance with Wisconsin Department of Employee Trust Funds

Dental Insurance with Delta Dental

Participation in the Wisconsin Retirement Program

Life Insurance with additional voluntary contributions

Short Term Disability

Vacation and Personal Days

Sick Days

Voluntary participation in AFLAC and WI Deferred Compensation