CLERKS DEPARTMENT

Deputy Clerk/Administrative Assistant

REPORTS TO: City Clerk **Non-Exempt**

SUMMARY OF POSITION

The purpose of this position is to perform Deputy Clerk~~various secretarial tasks~~, administrative and Front Desk duties. ~~and~~ R~~r~~ecord-keeping tasks related to City Council and ~~related~~ committee functions, and elections~~, and~~. Position is responsible for City ~~license~~licensing & regulation; and ~~perform~~ performing City Clerk tasks in his/her absence.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Assists with voter registration records.
- Maintains all election information in the WisVote system.
- Assists with the preparation and oversight of the election process.
- Generates and publishes legal notices regarding elections. Coordinates cooperative notices with area township clerks.
- Maintains campaign finance records.
- Assists with licensing for liquor sales, operators, and others.
- Prepares various committee meeting agendas and minutes as needed.
- Assists in the preparation of bi-monthly Council meeting packets and distributes to Council members and Department Heads.
- Assists in processing legal notices, ordinances, and resolutions for publication in City Clerk's absence.
- Provides front desk coverage on a daily basis.
- Updates policies and procedures manual as needed.
- Attends Common Council, committee, and Department Head meetings and performs other City Clerk duties in his/her absence.
- Staff to the Food Pantry Committee. Processes receipts and accounts payable vouchers. Prepares monthly reporting.
- Prepares monthly Leadership Report for Department Heads.
- Updates and maintains the City Directory.
- Updates, maintains, and prepares billings for City garbage and recycling.
- Prepares periodic reporting of dog licenses for County. Balances license sales and prepares adjusting journal entries.
- Prepares forms for bid openings. Attends bid openings and records all information.
- Coordinates the activities of the Food Pantry.

- Produces the City newsletter, *The Tower Times*. Compiles information from committees, department heads and staff, community groups, etc.; and coordinates printing.
- Provides backup to the Department as needed and all other duties as assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High school diploma or equivalent, vocational/technical training, three to four years experience in city government. Experience with website management, Microsoft Office, software applications, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Possess knowledge of the Statewide Voter Registration System.
- Wisconsin Notary Public required.
- Background check, physical/drug screen, and reference checks required.

Language Skills

- Ability to provide excellent customer service internally and externally and to effectively lead a team and participate as a team player.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as vouchers, invoices and instructions, billing statements, purchase orders, schedules, memos, state statutes, computer software operating manuals, dictionaries, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with City employees, department heads, and the general public.

Mathematical Skills

- Ability to calculate and understand percentages, fractions, decimals, interest, discounts, and ratios.
- Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria, that are clearly measurable.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate office equipment and machinery requiring simple but continuous adjustments such as computer keyboard/typewriter, telephone, calculator/adding machine, photocopier, and fax machines.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work.
- Ability to recognize and identify degrees of similarities or differences between characteristics of forms and sounds.

Environmental Adaptability

- Ability to work under generally safe and comfortable office conditions where exposure to irate individuals may cause discomfort and pose possible risk of injury.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____