

**Job Description – Deputy Clerk/Treasurer
Town of Delafield**

Position's Purpose: Perform a variety of routine and complex clerical, secretarial and administrative functions relating to the recording and retention of official Town records and accounts payable and receivable, conducting and overseeing elections and assisting with the general operations of the Town.

Description of the Job

A. Essential Duties and Responsibilities:

Preparation of deposits and reconciliations, accounts payable and receivable, disbursement vouchers. Tax collection duties in accordance with Town financial practices and government regulations.

Attend meetings of the Plan Commission, Town Board, Board of Review and other boards, commissions and committees, as requested, and provide an accurate record of the proceedings; supervise the timely preparation, posting and distribution of the meeting agendas, minutes and other accompanying information for boards, commissions and committees; identify and notify appropriate property owners and residents affected by Town action.

Serve as record custodian for Town records, public documents and the corporate seal of the Town; certify, attest and record legal documents; oversee the records management program, including retention and disposition of official documents; complete letter of assessment requests; maintain all papers and records open to inspection during normal working hours; serve as notary public.

Administer the issuance and licenses for intoxicating liquor, fermented beverages, peddlers and other permits in accordance with applicable Town ordinances and regulations.

Process customer inquiries by phone and in-person; open and distribute mail; maintain a monthly calendar of all Town meetings and meeting room usage.

Routinely work directly with the public requiring the ability to present a positive, friendly and helpful disposition. Have the ability to work on a regular basis at the Town Hall to assist the public.

Perform the duties required by state statute and all other necessary functions relating to elections, including overseeing the election process; record/update voter registration information and election results in WisVote; serve on the Board of Canvassers and prepare official Board of Canvass statement relating to election results; assist the clerk in preparing reports and recommendations for federal and state agencies, as required.

B. Job Specifications:

Required Knowledge:

Knowledge of the state statutes relative to the function and organization of Town government operations and the Town Clerk/Treasurer functions described in Wisconsin Statutes; working knowledge of the principles and practices of office management and records retention; accounting practices and procedures.

C. Minimum Qualifications:

The above knowledge, skills and abilities are normally acquired through three (3) or more years of professional experience in municipal operations or general administration; obtaining a Bachelor's Degree in Business Management, political science, a related field or any equivalent combination of education (ie: Associate's Degree), continuing education (Certified Municipal Clerk program) and work experience.

Certification as a Municipal Clerk is strongly preferred or the ability to earn certification within 24 months of employment.

D. Title of Immediate Supervisor: The position reports to the Town Clerk.

E. Working Conditions: While performing the duties of this position, the employee is routinely required to walk, stand and sit as needed. The employee may, on occasion, be required to lift objects weighing no more than 20 lbs. to height, is required to stoop, bend or crouch. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment and perform work on a computer terminal. The employee is required to operate a variety of office equipment and to operate a motor vehicle.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

The work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc. The employee is required to perform work at a computer terminal and on the phone. The office working conditions are generally favorable and lighting and temperature are adequate.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Approvals:

Town Clerk

Date: _____

Deputy Clerk

Date: _____