



DEPUTY CITY CLERK POSITION DESCRIPTION

General Statement of Duties:

The employee performs responsible work of a clerical nature in the area of elections, licensing, municipal accounting, bookkeeping, and finance and does related work as required. Additionally, performs required statutory duties of the Deputy City Clerk as set forth in Wisconsin Statutes § 62.09 (11)(i). Also, Performs such additional duties as may be directed by the City Administrator/Finance Director.

Distinguishing Features of the Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, City ordinances, and the City Administrator/Finance Director. The Deputy Clerk is filled by recommendation of the City Clerk as per the authority under state statutes and approved by and under the supervision of the City Administrator/Finance Director. In the absence of the City Clerk, the Deputy Clerk performs the statutory duties as directed by the City Administrator/Finance Director.

Examples of work (illustrative only):

Accounting:

- Processes all requests for payment by the City except for generating checks.
- Updates the general ledger in a timely fashion.
- Maintains files of completed Form 1099s for all payees.
- Generates payroll checks based on data entered by other employees in the absence of the City Clerk.
- Acts as the custodian of petty cash for the City's general fund in the absence of the City Treasurer.
- Assists City Clerk with reconciling bank statements and ledger accounts.

Permits & Licenses:

- Coordinates all permits and licenses as required by the City excluding zoning and historic preservation.
- Whenever the number of a particular kind of license or permit is limited by state statute or City ordinance, maintains a record of the number of licenses or permits issued and the number available to be issued.
- Prepares and publishes notices of licenses or permits whenever required by state statute.

Cemetery:

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions in the absence of the City Clerk.
- Receives information for interments and maintains interment records in the absence of the City Clerk.
- Receives complaints about the operations of the cemetery and communicates them to the City Clerk, Municipal Services Department and the City Administrator/Finance Director.

Taxes:

- Assists the City Clerk with adding special assessments and delinquent water and light bills to tax roll, and coordinating mailing of tax bills to property owners.
- Answers questions from public about property assessment and property taxes.

Elections:

- Schedules & trains election inspectors as well as Special Voting Deputies at care facilities, processes absentee ballots, and balances elections as directed by the City Clerk.
- Assists City Clerk with conducting and administering elections.
- Assists City Clerk with posting and publishing election notices in a timely fashion per state statutes.
- Assists City Clerk distributing election forms.
- Assists City Clerk with testing of election equipment.
- Assists City Clerk with organizing, scheduling, and setting up Election Day activities.

Meetings:

- In the City Clerks absence: attends, records meetings, and transcribes minutes of their proceedings.
- In the City Clerks absence: Prepares agendas, public hearing notices, and assembles other supporting documents for meetings of the Common Council, committees, commissions (excluding the Police Commission), and boards of the City as assigned.
- In the City Clerks absence: Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City's web site.

- In the City Clerks absence: Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the City's web site.
- In the City Clerks absence: Serves as secretary for the board of review and board of appeals.
- Attends, provides staff support, and takes minutes for the Public Safety Committee.

Miscellaneous:

- Assists the general public in problems pertaining to City matters and handles general complaints, either in person or on the telephone.
- Takes daily bank deposits to the bank or outgoing mail to the post office if asked to do so.
- May be responsible for coordinating youth sports programs by collecting fees & registrations, developing rosters, drafting schedules, placing orders and assigning coaches as directed.

Job Standards (acceptable experience, training and education):

- Associate's degree in accounting and thorough knowledge of accounting methods and practices.
- A minimum of three (3) years of increasingly responsible related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability may be considered in lieu of a degree.
- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices.
- Ability to maintain effective accounting/bookkeeping procedure, ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing, and ability to establish and maintain effective working relationships with employees and the public.
- Ability to make decisions in accordance with laws, regulations, ordinances and established procedures.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the City Clerk and City Administrator/Finance Director.
- Ability to meet the bonding requirements of the City, if any.
- Ability to obtain a notary commission from the State of Wisconsin.

Tools and Equipment Used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, copy machine, fax machine, optical scanner, postage meter, WiscVote and all other equipment required to perform the duties and responsibilities of this position.

Physical Demands:

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 duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

Hours of work: 7:00 AM to 5:00 PM, with an unpaid one-hour lunch break; additional hours may be required, especially during elections. Some evening meetings required.

Selection Guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 6.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Deputy City Clerk 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee on 10/06/2022

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned:

Print Name: _____

Signature: _____

Date: _____