CITY OF PITTSVILLE

DEPUTY CLERK/TREASURER POSITION

The City of Pittsville is seeking a qualified individual to work in a part-time (20-30 hours per week) capacity in the clerk/treasurer's office.

This individual would take on the duties in the water/sewer department to prepare for and attend monthly meetings, prepare quarterly billings, budgeting, assisting and backing up the Clerk/Treasurer, payroll, elections, and assisting the Public Works Department with reports and inventory. This position will also be the secretary for the Community Development Authority.

Applications/resumes must be in the City Clerk's office no later than Tuesday, August 19, 2025. Mail to: P.O. Box 100, Pittsville, WI 54466, drop off at the Clerk's office at 5318 1st Ave or email to cofpitts@pittsvillewi.gov. You may call the clerk's office at 715-884-2422 with any questions. Application and full job description are available in the city office or on our website pittsvillewi.gov. City of Pittsville is an equal opportunity employer.

City of Pittsville Job Description

Position: Deputy Clerk-Treasurer **Reports To:** Clerk/Treasurer

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General Nature of Position

This position involves a variety of administrative, clerical and complex financial duties to be performed in accordance with State Statutes and the City of Pittsville Municipal Code. Some of the work consists of specific tasks for which the Deputy Clerk-Treasurer has exclusive or significant responsibility. This includes payroll processing, accounts payable, bank deposits, and utility billing and collections. Other work activities are assigned as needed.

The Deputy Clerk-Treasurer has substantial contact with all City departments and with the public. This requires an ability to communicate well and get along easily with people and to be able to multitask a variety of duties at one time.

In addition to regular duties, the deputy must be able to fill in certain jobs when necessary.

In the absence of the Clerk-Treasurer, the Deputy Clerk-Treasurer is responsible for the office and serves as interim Clerk-Treasurer as necessary.

Description of Duties

Payroll

- Reviews time sheets for payroll purposes
- Compiles payroll data and inputs into computer
- Print checks, reports and documentation that goes along with payroll

Meetings

- Attend and prepare agendas/minutes for Water/Sewer Meetings
- Attend and prepare agendas/minutes for Community Development Authority
- Administer and reconcile new/old CDA loans and reporting of. Keeping track for monthly payments
- Attend any Board, Committee, or other meetings as directed by the clerk in their absence and prepare agendas and/or minutes for attended meetings.

Financial

- Prepares bank deposits from all departments and takes to bank
- Reconciles monthly statements for clerk accounts
- Transfer money when needed within City bank accounts
- Countersigns check for the City Treasury
- Administer and reconcile WEDC Program accounts
- Accounts Receivables including sending out statements and depositing payments

Utilities

- Upload handheld equipment for meter reading
- Prepares meter reading input for billing on a quarterly basis

- Run proofs on meter readings for errors
- Download readings, print and separate bills and mail
- · Collection and deposit of utility bills as collected
- Post receipts and distribute to accounting package on computer
- Notify and collect delinquent accounts and disconnect list
- Put delinquent for entry onto tax roll
- · Assist auditor in year-end report
- Make necessary debt and interest payments
- General correspondence and invoices for utilities
- Work closely with the DPW yearly reports (CMAR/CCR)

Tax Roll/Tax Collection

- Prepares special assessment information for inclusion in the tax roll
- Assists in distributing the tax bills; receives and records property tax collections
- · Assists with the tax deposits and maintains record by category
- Assist in balancing the tax roll

General Office

- Serve as office receptionist for telephone calls and visitors
- Operates a variety of office machines
- Orders office and other supplies
- · Receives complaints/request and handles/refers as appropriate
- Assist in Park/Community Hall rental including contracts
- · Assist in retrieving the mail, sorting and processing
- Assist in dealing with Garbage/Recycling (resident complaints)
- Prepares and returns property special assessment letters to title companies

Election

- Assist in sending absentee ballots including recording into State of WI. Election website
- Assist in Absentee Voting
- Attends election meetings/seminars to keep current with ever-changing election laws
- Register Voters
- Assist in Public Tests
- Work the Election when needed becoming a Chief Inspector

Other

Administrator of Emergency Management address/parcel tracking information Administrator of Recycling Reporting/Grant Application
Assists with issuing licenses (i.e. dog, liquor, building permits, operator's, etc.)
Attend meetings, writes minutes and serves as Clerk-Treasurer in his/her absence Assists in updating the city official's directory and calendar of events
Assists with maintaining and update City of Pittsville website
Cemetery sales, management of plots and mapping
Serves as a Notary public
Does other work as required

Qualifications

Knowledge of:

Functions and organization of local government Standard clerical techniques Basic computer functions, applications and operations Municipal budgeting methods Accounting methods and practices

Ability to:

Type and operate standard office machines and equipment
Learn and perform computer applications
Work with numbers
Maintain clerical records and prepare reports
Complete work on a timely basis, sometimes under deadlines
Must be able to multi-task
Get along well with other employees in the office and other departments
Exercise professional judgement and integrity
Meet the public and respond courteously, tactfully and effectively
Follow oral and written directions
Perform work responsibility with independence and discretion
Attend relevant training sessions when necessary

Physical Requirements

Task is essentially sedentary, with occasional walking, bending, light lifting or other restricted physical activities

Experience and Training

Minimum two years' experience is an office setting
Computer familiarity
Proficiently operate an adding machine
High School graduate or equivalent
Any equivalent combination of training and experience that provides the required knowledge and abilities

Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

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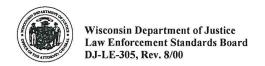
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This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.

GENERAL MANAGER

DEPARTMENT HEAD

EMPLOYMENT MANAGER



AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I hereby empower ar	n employee of the						
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