

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.

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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

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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 in 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**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS		CITY	STATE ZIP CODE
PERMANENT ADDRESS		CITY	STATE ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal."

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE

SIGNATURE

Do Not Write Below This Line

DATE

INTERVIEWED BY

Remarks

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER

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.



AUTHORIZATION FOR RELEASE OF INFORMATION

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

I hereby empower an employee of the _____
Employing Agency
or other authorized representative thereof bearing this release to obtain information and records, within
one year of the date of this release, pertaining to me from any or all of the following sources:

1. Municipal, State, or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any place of business (for purposes of obtaining credit or employment data)
5. Credit rating bureaus or institutions
6. Any previous employer
7. Present employer
8. Any school, college, university, or other educational institution
9. Any law enforcement or jail officer

Exceptions to this blanket authorization

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act).
2. _____
3. _____

This release is executed to authorize _____,
Employing Agency
as a prospective employer, to obtain the above information. It is understood that said information shall be
used only in consideration of my employment and shall not be further disseminated for any purpose.

Date

Signature - Full Name

Address - Street and Number

City State Zip

Witness: _____
Signature