

**VILLAGE OF ROCHESTER**  
**JOB DESCRIPTION – DEPUTY CLERK- TREASURER**  
**REGULAR- FULL TIME HOURLY POSITION- 40+ hours per week**

This position reports to the Village Clerk and Village Treasurer. Mandatory attendance at meetings as assigned.

**GENERAL FUNCTION:** Assist the Village Clerk and Village Treasurer with daily operations of the Village and all statutory duties of the municipal clerk and treasurer as specified in §61.25 and §61.26 of the Wisconsin State Statutes. In cooperation with the Clerk and Treasurer, specific duties of the position may include, but are not limited to, the following:

- Ensure access to public information, documents and services by providing front desk and phone coverage during scheduled office hours
- Inform and assist residents with proper procedures to secure permits and licenses, including, but not limited to: Building; Zoning; Liquor Sales; Cigarette, Cabaret; Parking; Sellers; Animals
- Constituent Support (Field Inquiries and refer to appropriate government office)
- Assist Public Works, Library, Fire & Rescue Co., Building Inspector, Zoning Administrator and Assessor with administrative functions as necessary.
- Miscellaneous Administrative Tasks to include filing, scanning of invoices, electronic record creation and maintenance, the typing of correspondence, completion of various and other miscellaneous duties
- Publish and edit quarterly newsletter for timely distribution
- Respond to incoming special assessment letter requests in a timely manner
- Sort and distribute daily mail
- Copy citations and prepare monthly court schedule for Village Attorney
- Process background checks on new operator license applicants
- Assist with village hall and facility rental/ use
- Prepare follow up post cards and letters on past due dog licenses/work with Sheriff's Deputy after all means of communication are exhausted
- Assist Public Works Manager with Recycling Grant Application before October 1<sup>st</sup> annually
- Apply for yearly Video Service Aid before August 16<sup>th</sup>
- Other duties as assigned by the Village Board, Village Administrator, Village Clerk
- Assist with records management and retention schedule
- Bookkeeping Duties:
  - Perform accounts payable and accounts receivable functions
  - Collect property taxes and prepare daily deposits for same
  - Maintain customer database and perform quarterly billing operations for sewer utility
  - Post payments to sewer accounts and prepare deposits
  - Respond to account balance inquiries – Sewer Utility and Property Taxes
  - Generate late charges on past due sewer accounts
  - Transfer special assessments of delinquent sewer and garbage charges to property tax bills
- Board and Committee Support:
  - Prepare agendas for committee meetings based on scheduled issues and special requests
  - Post meeting notices as required by law
  - Transcribe notes into minutes
  - Follow up on directives issued by Boards and Committees
- Assist with Election Administration
  - Order sufficient supplies for each election
  - Perform necessary tests of voting equipment and ballots before election
  - Issue Absentee Ballots per State prescribed methods
  - Schedule election officials to adequately staff elections
  - Set up election equipment, booths and signage prior to election
  - Maintain voter records and database in Wisconsin's Voter Database system (WisVOTE)
  - Close polls and transmit results electronically to County Clerk

- Information Technology
  - Manage and be responsible for Village website administration.
  - Manage users, permissions, and settings in the following systems:
    - iCompass Meeting Manager
    - Laserfiche document management system
    - Microsoft 365 accounts
  - Manage and be responsible for meeting microphone and conferencing system
  - Work cooperatively with Clerk-Treasurer to manage content on Village social media accounts
  - Work cooperatively with Clerk-Treasurer to manage TDS Managed IP phone system

**DESIRED MINIMUM QUALIFICATIONS**

Associate or bachelor's degree from an accredited college or university, ideally in accounting or business/public administration, and two years administrative experience, or any equivalent combination of education and experience that demonstrates the following Knowledge, Skills, and Abilities:

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Basic Knowledge and Experience using Microsoft Office applications</li> <li>• Basic Knowledge of accounting principles</li> <li>• The use of standard office equipment including computers and relevant software</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• English Skills (oral, written and comprehension) sufficient to effectively communicate with all internal and external customers.</li> <li>• Math Skills (sufficient to make arithmetic computations, including addition, subtraction, multiplication, division, and calculate percentages)</li> <li>• Customer Service Skills including active listening and problem resolution</li> <li>• Organization and Time Management Skills, including the ability to manage multiple projects and complete work within established deadlines.</li> </ul>
<b>Ability:</b>	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality of sensitive information</li> <li>• Ability to understand and effectively carry out verbal and written instruction</li> <li>• Ability to work independently with minimal supervision</li> <li>• Ability to assign tasks and monitor the work of election workers</li> <li>• Ability to prepare and maintain accurate records, files and reports</li> <li>• Ability to establish and maintain effective working relationships with elected and appointed officials, board members, committee members, supervisors, co-workers and the general public</li> <li>• Ability to learn and administer laws and regulations related to both local and statutory duties of a municipal clerk and municipal treasurer</li> </ul>

In evaluating candidates for this position, the Village of Rochester may consider a combination of related education, training and experience that provides the necessary knowledge, skills and abilities to perform the duties of this position.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Hold a current, valid Wisconsin Driver's license and provide own transportation.
- Prior to hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. The background check must demonstrate the applicant's ability to respect and abide by local, state, and federal laws.
- This position requires attendance at approximately 2 – 3 evening meetings per month.

**ADDENDUM**

**PHYSICAL REQUIREMENTS:** The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Driving	✓	
Lifting (pounds)	40	
Carrying (pounds)	40	
Stooping, Bending	✓	
Kneeling, Squatting	✓	
Walking	✓	
Standing	✓	
Sitting	✓	
Climbing, Balancing (e.g., climbing and working from ladder)		✓
Use of Hands to Finger, Handle, or Feel	✓	
Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs)	✓	
Eye-Hand Coordination	✓	
Close Vision (clear vision at 20 inches or less)	✓	
Distance Vision (clear vision at 20 feet or more)	✓	
Color Vision (ability to identify and distinguish colors)	✓	
Depth Perception (ability to judge distance spatial relationships)	✓	
Hearing	✓	

**WORK ENVIRONMENT:**

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

**ANNUAL SALARY:** \$55,000 -\$65,000 depending on qualifications.