

Title of Position: Deputy Clerk-Treasurer	Employment Category: Part-Time
Reports to: Clerk-Treasurer	Orientation Period: 6 months

GENERAL NATURE OF POSITION

Administrative, fiscal and secretarial work related to the combined positions of village clerk and treasurer is performed by the employee of this position in accordance with state laws and village ordinances. The Deputy Clerk-Treasurer should have a thorough knowledge of the village's Municipal Code, other official actions by the Village Board, and state laws affecting municipalities.

A major characteristic of the Deputy Clerk-Treasurer's position is the large number and variety of the individual tasks involved.

The Clerk-Treasurer's office has contact with virtually every aspect of village government. It deals with the governing body, department heads and employees, members of boards and commissions, and the general public in their questions or complaints about municipal services.

The employee must be able to organize and complete work and deal well with people. The employee must also be able to operate a computer and all the software utilized in the Clerk-Treasurer's office.

DESCRIPTION OF DUTIES

Employee assists the Clerk-Treasurer in the performance of all the tasks and duties of the Clerk-Treasurer's office. Refer to the Clerk-Treasurer position description for a detailed description of duties.

Acts as the Clerk-Treasurer in the absence of that employee.

Title of Position: Clerk-Treasurer	Employment Category: Part-Time
Reports to: Finance Committee	Orientation Period: 6 months

GENERAL NATURE OF POSITION

Administrative, fiscal and secretarial work related to the combined positions of Village Clerk and Treasurer is performed by the individual holding this position in accordance with State of Wisconsin Laws and Village Ordinances. The Clerk-Treasurer should have a thorough knowledge of the Village's Municipal Code, other official actions by the Village Board, and State of Wisconsin Laws affecting municipalities.

A major characteristic of the Clerk-Treasurer's position is the large number and variety of the individual jobs involved.

The Clerk-Treasurer attends all meetings of the Village Board and keeps the official records of the proceedings. She/He also provides fiscal and other services affecting all Village departments and personnel.

The Clerk-Treasurer's office has contact with virtually every aspect of Village government. It deals with the governing body, Department Heads and employees, members of Boards and Committees, and the General Public in their questions or complaints about municipal services.

The Clerk-Treasurer should be able to organize and complete work and deal well with people.

DESCRIPTION OF DUTIES

Village Board Secretary

Serves as secretary to the Village Board, and its committees as requested (including taking minutes, transcribing and distributing copies, and providing for publication to Village designated public notice areas).

Designated to post notices of meetings and hearings in compliance with open meeting laws.

Countersigns ordinances and resolutions and arranges for publication as required.

Maintains the volumes of ordinances, rules, regulations and by-laws adopted by the Village Board.

Maintains all other records, books and papers relating to Village matters.

Maintains corporate seal and notary public seal.

Financial

Verifies bills from vendors, prepares vouchers, issues checks and charges to appropriate accounts, and presents them to the Village Board for payment approval.

Maintains required block grants and prepares necessary reports.

Maintains accounting records, reconciles bank statements, and prepares monthly budget status reports.

Calculates payroll, issues payroll checks, calculates monthly and quarterly payroll liabilities and reports to State and Federal Agencies, and allocates pay and fringe benefits to appropriate accounts.

Receives, records and deposits all moneys paid to the Village.

Invests Village funds that are not immediately needed.

Coordinates the preparation of the annual budget, assists in estimating non-property tax revenues and compiles a completed budget request for consideration by the Village Board.

Performs clerk-treasurer duties for the sewer utility, including billing, accounts payable and receivable, completes budget for consideration by the Village Board.

Assists outside auditors in their review of Village financial records.

Property Tax Administration

Works with the contracted Village assessor and the County Treasurer in updating and maintaining the assessment roll.

Examines assessment roll and reports any discrepancies to the Assessor/County Treasurer.

Serves as secretary of the Board of Review.

Receives tax roll and tax bills from the County, stuff and mails out tax bills, receives and records property tax collections, distributes proportionate share of collections to other taxing units, and makes settlement with the County Treasurer.

Prepares unpaid assessments for inclusion to the tax roll and forwards to the County Treasurer.

Personnel

Maintains personnel records for all current and former Village employees, including police personnel.

Prepares W-2 forms and other personnel forms and documents.

Serves as agent for the Wisconsin retirement system, the social security fund, and any health and life insurance programs.

Licenses, Permits

Receives and processes applications for licenses, and issues them when granted by the Village Board.

Receives, processes and issues various permits and licenses.

Elections

Administers elections.

Notifies the County Clerk of elected officers and post-election results.

General Office

Files records, correspondence and other materials.

Keeps records up to date in compliance with State of Wisconsin Records Retention requirements.

Knowledge of operation of various office machines including computers, calculator, copier, scanner, facsimile machine, and casting to TV in Council Room.

Prepares correspondence on behalf of the President and Village Board.

Picks up and distributes mail and takes outgoing mail to the post office.

Other

Has contact on a regular basis with the Police Department, Public Works Department, Library, and the General Public. On a periodic basis, contact with the Fire Department, School District, nearby Towns, County Government and State agencies. On a less frequent basis, will have contact with civic and service clubs.

Responds to requests for information from other governmental agencies, contractors, vendors, and others with legitimate requests.

Reserves use of park buildings and other Village facilities by individuals, groups, and organizations.

Responds to questions from citizens and provides information or refers to the appropriate department, committee, or the Village Board.

Completes surveys and questionnaires.

Performs other duties as requested by the Village Board.

Provides building permit applications and assists with process.