



201 S Main Street, PO Box D, Greenwood WI 54437

Phone: (715) 267-6205 Email: [kschar@cityofgreenwood.wi.gov](mailto:kschar@cityofgreenwood.wi.gov)

[WWW.CITYOFGREENWOOD.WI.GOV](http://WWW.CITYOFGREENWOOD.WI.GOV)

## City of Greenwood

### Position Description

**Position Title: Deputy Clerk / Treasurer**

**Date:** February 2026

**Reports To:** City Clerk / Treasurer

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### Job Purpose

Deputy Clerk/ Treasurer supports the operations of City Hall by performing a variety of clerical, financial, and administrative tasks. This position plays a key role in customer service, records management, and election support, and serves as a backup to the City Clerk/ Treasurer. Deputy Clerk / Treasurer works within the updated City Hall structure and collaborates closely with the Clerk/Treasurer, and other staff.

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### Duties and Responsibilities

The following duties are representative of the position and may be supplemented by additional responsibilities as assigned:

#### Administrative & Office Support

- Serve as first point of contact for the public; answer and direct incoming calls and inquiries.
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- Manages City Cemetery records, inquiries, and sales of plots.
- Handle City Hall mail and understand USPS fees and deadlines.
- Maintain parcel folders and office supply inventory.
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- Administer oaths of office when necessary.

#### Financial Tasks

- Process accounts payable weekly; code entries to proper accounts.
- Manage daily cash receipts including taxes and water payments; prepare deposits.

#### Licensing & Permits

- Process licenses and permits issued by the Clerk's office.
- Support pet licensing and special assessment requests.

#### Election Support

- Assist with pre-election and Election Day duties.
- Serve as a Special Election Deputy; attend training as needed.
- Support voter registration, absentee voting, and other election tasks.

#### Interdepartmental Coordination

- Work with DPW on weed and snow notices.
- Manage City garbage contract needs.
- Coordinate with other departments on assessments and notices.

#### Backup Duties

- Perform duties of the City Clerk/ Treasurer in their absence.
- Support City staff as needed.



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### **Position Qualifications**

- High school diploma plus two years of advanced education in clerical, computer science, or accounting. Job related experience may be substituted for post high school education. Two years minimum of responsible clerical experience, preferably involving money collection and records management.
- Banking or cash handling experience preferred.
- Prior municipal government experience preferred.

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### **Desirable Knowledge and Abilities**

- Proficiency in Microsoft Office (Word, Excel).
- Familiarity with Workhorse or similar municipal software. (preferred, not required)
- Ability to work independently and manage multiple tasks.
- Knowledge of City Code and State Statutes.
- Understanding of State election laws and procedures.
- Strong public service and problem-solving skills.

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### **Supervision / Decision Making**

- No supervisory responsibility.
- Receives general supervision and works independently on routine tasks.

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### **Interaction**

- Frequent contact with co-workers, supervisors, and the public.
- Requires tact and diplomacy in resolving minor issues.