

Deputy Clerk/Management Analyst Position Description

Deputy Clerk/Management Analyst Village of Germantown

The Village of Germantown, Wisconsin (pop. 19,965) is looking for a qualified individual to serve as a full time Deputy Clerk/Management Analyst. Primary responsibilities include: election administration, attendance at various evening meetings as needed; minute taking and transcription as needed; processing of licenses and permits; public policy research and analysis; assistance with special projects; and other daily administrative tasks. Candidate must have computer and software knowledge including Microsoft Office; and be familiar with clerical functions in accordance with State Statutes and Municipal Ordinances. Candidate must possess a high level of integrity, problem solving skills, verbal and written communication skills and an excellent commitment to public service. Individual will be fully trained in performing the duties of the Clerk.

Qualifications: A College degree or equivalent training, and at least five years experience in an office environment. Experience in a Municipal Clerk's Office preferred.

Please submit resume, Village of Germantown application, and salary history by February 1, 2018 at 4 p.m. to Deanna Boldrey via email at dboldrey@village.germantown.wi.us; or via mail at PO Box 337; Germantown, WI 53022.

Starting wage range of \$19.91 - \$21.72 per hour DOQ, with excellent benefits, Position description and related forms are available on the Village's website at this link:

<https://wi-germantown2.civicplus.com/jobs.aspx>

Applicant must sign and complete the Village's Application.

Village of Germantown
DEPUTY CLERK / MANAGEMENT
ANALYST POSITION
DESCRIPTION

Job Title: Deputy Clerk/Management Analyst
Department: Village Clerk's Office
Reports To: Village Clerk
Compensation Plan: Paygrade; 10
FLSA Status: Non-Exempt
Dates Modified: October 1995, 2006, November 2013, January 2018
Selection: Village Clerk

GENERAL STATEMENT OF DUTIES:

Provides a variety of routine and complex clerical and administrative tasks associated with the administration of the Village, performing all required duties of the Village Clerk in her/his absence and assisting in the overall operating of the office.

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this class must execute office functions and procedures in the Village Clerk's office as governed by State Statutes and local ordinances. The work involves contact with other municipal officials and the general public. The employee in this position works under the general direction of the Village Clerk but is expected to initiate and follow through on routine projects. The employee in this position must be able to coordinate work on several projects and at times work under pressure.

This employee performs a variety of responsible clerical tasks that requires strict accuracy, organization skills and attention to detail. Exceptional customer service traits are highly desired.

SUPERVISION RECEIVED:

Works under the general supervision of the Village Clerk, with special projects supervised by the Village Administrator.

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SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES PERFORMED:

Performs all required duties of the Village Clerk in her/his absence.

Assists the Village Clerk in her/his duties and in the operation of the office.

Assembles and distributes Village Board and other Board/Commissions/Committee packets, to the appropriate people, in a timely manner and in compliance with the Open Meetings Law.

Assures proper set up of meeting rooms before and after meetings.

Attends regular and special Village Board, Committee of the Whole, and other meetings as required; performs an accurate recording of the proceedings, drafts preliminary minutes for review by the Village Clerk, types and distributes final minutes.

Distributes calendar of meetings in Village Hall, provides meeting information to outside organizations.

Posts notices of Village meetings at official bulletin boards, on Village website and on cable access channel in accordance with statutory and Village posting requirements.

Reviews publication invoices and verifies affidavits of publication of legal notices.

Sends renewal information for licenses, accepts applications, obtains approvals, prepares documents, collects fees and maintains all files and records for all licenses and permits, including but not limited to: intoxicating liquor, fermented malt beverages, direct sellers, cigarette, coin-operating machines, fireworks, animal fanciers, kennels, dances, entertainment, in accordance with applicable Village ordinances and regulations.

Assists the Village Clerk with all election duties, including but not limited to: registration of voters, updating and maintaining of registration records, assisting voters with and processing of absentee ballots, setting up polling places, attending to the needs of poll workers, tracking required training for all poll workers, composing training materials for poll workers, forms, reports, letters, memos and other documents as required maintains and provides statistical data related to elections.

Coordinates Nursing Home and other absentee voting. Perform all post-election follow-up including completion of all Government Accountability Board election reports.

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Answers questions from the general public regarding government officials, procedures, municipal regulations, meeting schedules, licenses, etc. Follows the Communications and Confidentiality section of the Employee Policy & Procedure Manual.

Notarizes licenses and other official documents.

Attends seminars and workshops related to Deputy Village Clerk's duties and responsibilities.

Completes public policy and public administration research projects as required.

Supports and coordinates development and administration of Village performance measures.

Reviews Village policies and procedures and develop recommendations for revisions and updates.

Provides support for annual budget analysis, capital improvements planning, and long-range financial forecasting as required.

Assists with preparing communications and comments distributed to the Board of Trustees, Committees, and the public.

Performs related duties as directed by the Village Clerk.

Other project management and research projects as directed by the Village Administrator.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge of the clerical and business office procedures, terminology, and equipment; working knowledge of state and municipal regulations and procedures.

Skill in diplomacy and interpersonal communications. Ability to follow complex oral and written directions and to work independently without supervision; ability to display initiative; ability to comprehend and accurately record the proceedings of meetings; ability to deal with confidential matters and maintain confidentiality; ability to establish and maintain effective working relations with employees, other departments, officials, agencies and the public; ability to handle stressful situations and/or with frequent interruptions; and ability to make mature and sound judgments.

DESIRED EXPERIENCE AND TRAINING:

A College degree or equivalent training, and at least five years experience in an office environment. Experience in a Municipal Clerk's Office preferred.

SPECIAL REQUIREMENTS:

U. S. Citizen.

Eighteen (18) years of age or older at date of appointment.

Wisconsin Driver's License, valid without record of suspension or revocation in any state — possess, or ability to obtain by date of appointment, and maintain throughout employment.

Notary public certification — possess, or ability to obtain within six (6) months of date of appointment.

Must be bondable.

Wisconsin Certified Municipal Clerk (WCMC) designation — possess, or ability to obtain within 5 years of date of appointment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is routinely required to walk, stand and sit as needed. The employee may on occasion be required to lift and/or move objects weighing up to 30 pounds and is required to stoop, bend or crouch. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment, and perform work at a computer terminal. The employee is required to operate a motor vehicle. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Personal computer word processing and database software, such as Microsoft Office products.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The

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incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

This work environment has a moderate noise level.