



GRAFTON
QUALITY LIFE. NATURALLY.

DATE TO BE POSTED: January 8, 2018

Deputy Village Clerk

The Village of Grafton is seeking applications for the position of Deputy Village Clerk.

Duties of this position include performing a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Administrative Services Department including the Office of the Village Clerk. The Deputy Clerk assists the Village Clerk in elections and voter registration, annual licensing, file management, provides customer service to the public by answering inquiries and processing payments. The Deputy Clerk also takes and transcribes minutes at evening meetings, prepares and distributes minutes, notices, agendas and reports. A full job description is available on the Village website www.QualityLifeGrafton.com.

The successful candidate shall have graduated from high school or possess a GED equivalent with specialized course work in general office practices such as typing, filing, accounting, bookkeeping, computer knowledge, and two years of increasingly responsible related experience, or any equivalent of combination of related education and experience.

The starting hourly rate range is \$18.89 - \$22.21, dependent on qualifications. Village application, resume and cover letter must be submitted to Office of the Village Administrator, 860 Badger Circle, Grafton, WI 53024, or hr@village.grafton.wi.us. This position is open until filled.

The Village is an equal opportunity employer.

POSITION DESCRIPTION

Class Title: **Deputy Clerk**
Department: Administrative Services
Date: January, 2018

Grade Number 11
Union: N/A
Location: 860 Badger Circle

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, assisting Village Clerk in performing statutory job functions and duties, providing administrative support to the Department of Administrative Services, and assisting in the administration of the standard operating policies and procedures of the departments.

SUPERVISION RECEIVED

Works under the close supervision of the Village Clerk. The Director of Administrative Services serves as the Department Head.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative/Clerical: 35%

Assists Clerk with annual liquor licensing process and receives/processes Operators Licenses.

Assist Clerk in file management of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Serves as cashier and assists the general public, including receipting of tax payments and various other payments, and posting monies to appropriate accounts; reconciles and receipts revenues for all Village departments.

Serves as a back-up for processing accounts payable requisitions and mailing.

Assists with the maintenance of the cold storage area and coordinates record retention and destruction.

Coordinates pet licensing reporting as required by Ozaukee County.

Coordinates Special Assessment letters with Village departments.

Communication: 25%

Will take and transcribe minutes as directed by the Village Clerk; prepares and distributes minutes, notices, agendas, and reports.

Pick-up and distribution of incoming mail, and processing of outgoing mail, including the outdoor drop box.

Duplicates and distributes material including weekly board/commission/committee packets.

Updates and distributes the monthly Village meeting calendar.

Elections: 20%

In the absence of the Clerk, responsible for the statutory duties of the Clerk's Office.

Assists Clerk in election and voter registration, in set-up of voting equipment, in preparing and distributing absentee ballots, in updating and maintaining registration lists and other election records as required by the State of Wisconsin.

Assists Clerk with the training of Election Inspectors as well as with pre-election, Election Day, and post-election duties as assigned.

Customer Service: 20%

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons. Answers in-coming calls and routes callers or provides information as required.

Performs routine clerical and administrative work including filing; providing customer assistance.

In coordination with other Administrative Services Department staff, schedules appointments, and performs other administrative and clerical duties. Assists with scheduling room set-up.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Serves as the main point of contact for ordering office supplies and materials.

Assists with the maintenance of the listed office machines as required.

Regular full-time attendance at this position is required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, bookkeeping and computer knowledge, and
- B. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- C. Certification as a Wisconsin Certified Municipal Clerk is desired.

Necessary Knowledge, Skills, Abilities and Requirements:

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- B. Skill in operation of listed tools and equipment.
- C. Ability to perform cash handling duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- D. If not certified as Wisconsin Certified Municipal Clerk, ability to acquire sufficient knowledge of position requirements within one-year (1) year of employment.
- E. Obtain Notary Public certification within six (6) months of employment.
- F. Obtain baseline elections core training through the State of Wisconsin

TOOLS AND EQUIPMENT USED

Phone system; voting machines, computer equipment including personal computer, mainframe computer, printers; software including Microsoft Office Suite, spreadsheet, and other specialized processing software; copy machine; postage machine; fax machine; adding machine.

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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to navigate an office environment; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 noise level in the work environment is usually quiet to moderate and is generally within an office setting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change due to variable election and administrative job duties.