

**VILLAGE OF NEW GLARUS
DEPUTY CLERK/TREASURER
POSITION DESCRIPTION
MARCH, 2019**

TITLE OF POSITION: DEPUTY CLERK/TREASURER

WORK UNIT: ADMINISTRATION

SUPERVISOR: CLERK/TREASURER

ESSENTIAL TASKS:

1. Prepare payroll including calculating hours, entering data into accounting system, preparation of various reports and payments for employment tax, preparation of monthly, quarterly and year-end reports including retirement, tax reports and W-2 forms.
2. Maintain employer records regarding vacation, sick leave, uniform allowance and compensation time and other applicable benefits.
3. Respond to telephone calls and counter inquiries and complaints and/or direct to appropriate department.
4. Maintain current list of mobile home park residents, calculate monthly fee and lottery credits, and prepare statements.
5. Maintain list of municipal/circuit court cases and current outstanding fines.
6. Assist with preparation of Plan Commission agenda, attend Plan Commission meetings and prepare minutes.
7. Updating and maintenance of Village web-site and social media sites.
8. Assist with essential Utility Clerk duties in absence of Utility Clerk.
9. Assume duties of Clerk-Treasurer in absence of Clerk-Treasurer.

ADDITIONAL TASKS:

1. Receive and account for daily pool receipts and season passes, prepare list of users, compile and prepare statistical reports on pool activity.
2. Receive and record license applications, prepare licenses.
3. Assist in preparation and/or distribution of agendas or other information for Village Board.
4. Assist with maintaining special assessment records and notices and respond to inquiries pertaining to special assessments.
5. Maintain list of current dog licenses and file reports with county.
6. Prepare absentee ballots and related election materials.
7. Receive voter registrations and work with County and State Voter Registration System to maintain voter registration list
8. Prepare monthly calendar of events/meetings for distribution to Village Board and public access.
9. Research and prepare reports and comparison charts on various topics
10. Prepare routine correspondence and memos
11. Assist in preparation of financial reports, including reconciliation of monthly bank statement
12. Receive and receipt monies, prepare and record deposits
13. Receive and process reservations for use of village hall and parks
14. Maintain room tax records, receipt taxes
15. Respond to a variety of questions from the public regarding Village and Utility Services, municipal laws, state laws, use of village property, assessments, budget, etc.

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to multi-task
2. Understanding of basic to intermediate accounting
3. General office skills
4. Basic to intermediate knowledge in operation of computers, Word, Excel and accounting software.
5. Ability to calculate mill rates, interest
6. Ability to interpret various maps and charts
7. Good understanding of election laws
8. Basic understanding of governmental procedures
9. Basic understanding of village policies
10. Ability to interpret village resolutions and ordinances
11. Excellent mathematical skills
12. Willingness to learn

PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED:

Routine

1. Sit at a desk or table
2. Stand or walk
3. Bend, crouch or stoop
4. Intermittently sit, stand, walk and bend
5. Lift objects weighing less than 25 pounds
6. Use tools or equipment that require a moderate to high degree of manual dexterity; office equipment, motor vehicle

Occasional

1. Lift objects weighing 25-50 pounds

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:

1. Work is performed in an office
2. Work is occasionally performed outdoors
3. Office has confined space with moderate amount of noise
4. Variety of questions from public, employees, board whether in person or by phone may create a moderate amount of stress from time to time

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

- | | |
|-------------------------|---------------------|
| 1. Computer (networked) | 5. Phone System |
| 2. Printer/Scanner | 6. Voting Equipment |
| 3. Copier/Fax | 7. Motor Vehicle |
| 4. Calculator | |

DEGREE OF INDEPENDENT JUDGMENT EXERCISED:

Supervisor routinely lets me decide for myself how and when to perform many tasks and gives written or verbal instructions on what to do, how or when to do it, but only before more complex tasks.

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OTHER POSITIONS AND EMPLOYEES SUPERVISED:

1. None

SPECIAL QUALIFICATIONS REQUIRED:

1. High school diploma
2. Bondable
3. Valid Wisconsin vehicle operator license

SPECIAL QUALIFICATIONS DESIRED:

1. Accounting, business administration degree or experience in municipal accounting is desirable but not required as a condition of employment.
2. Interest in working with the public.
3. Certified Municipal Clerk (CMC) and Certified Municipal Treasurer (CMT) designation desirable but not required as a condition of employment, however upon employment the individual will be encouraged to achieve this certification.

ALTHOUGH SPECIFIC TASKS ARE DETAILED IN THIS JOB DESCRIPTION, AN EMPLOYEE HIRED TO FILL THIS POSITION MAY BE ASKED TO PERFORM OTHER DUTIES, NOT SPECIFICALLY DETAILED, THAT MAY BE ASSIGNED TO THE EMPLOYEE FROM TIME TO TIME BY THE EMPLOYEE'S SUPERVISOR AND/OR VILLAGE BOARD.