

Village Clerk / Deputy Treasurer

Immediate Supervisor: Village Administrator

Position in Brief: The Clerk position works closely with the Village Administrator and Village Board with respect to confidential employee matters, including matters involving payroll, employee evaluations, grievances, and disciplinary matters. This position also involves the performance of a wide variety of tasks working in cooperation with other Village employees to provide services to the customer base and aid in achieving the goals of the community. In addition, the Clerk must respond to public requests for information, complete record keeping for general and financial records, and complete general office work. The Clerk is required to exercise initiative and independent judgment using discretion in the absence of the Village Administrator.

Essential Confidential Functions: Perform duties as defined by State Statutes 61.25, 70.46 and others. Responsible for matters relevant to the conduct of elections to include but not limited to training of poll workers, scheduling of poll workers, maintaining WisVote, voter records, ballot printing, absentee ballot processes, election-day activities and postelection-day activities. Assists Administrator with required Department of Revenue reporting and filings including preparation of Statement of Taxes, Levy Limit Worksheet, Expenditure Restraint Program, Video Service Provider Report and annual TID Reporting. Act as human resource representative during the Administrator's absence, including contact with employment/labor legal counsel on pending issues. In Administrator's absence, may be assigned to serve as contact with state and federal agencies, including agencies involved in confidential matters pertaining to employees.

Other Essential Functions: Answer phones and receive visitors. Handle incoming and outgoing mail. Prepare quarterly water and sewer bills. Process payroll at the direction of the Administrator. Handle accounts receivable and accounts payable. Collect and receipt general fund, tax fund, water fund, and/or sewer fund. Process, prepare and issue alcoholic beverage, cigarette, operator, dog, cat, and other licenses. Participate in the preparation and mailing of annual tax statements. Assists Village Administrator with the implementation of projects and resolution of complaints. Assists persons in contacting appropriate law enforcement personnel. Coordinates facilities reservations. Will have knowledge of confidential information to maintain continuity of service to the community. Performs other duties as required or requested by Village Administrator or Village Board.

Additional Functions: Cooperates with other staff in the preparation and development of budget and various plans for the Village. Attends Committee and Board meetings as necessary. Cooperate with other members of Village crew in the maintenance of all Village properties and equipment.

Essential Knowledge, Skills and Job-related Experience Required: Excellent written and oral communication skills, detail oriented with prioritization skills and the ability to coordinate multiple tasks with minimal supervision. Must maintain basic knowledge of state and local ordinances affecting the public. Keep abreast of current developments by attending seminars and meetings, and review appropriate technical journals.

Physical Requirements in Performing Tasks Listed: The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects and adequate manual dexterity to adeptly handle data input for general office equipment and computers. Must be able to perform the functions of the job with or without reasonable accommodation.

Equipment Used in Performing Tasks: Computer, digital recorders, video meeting equipment, calculators, scanners, video projectors, typewriters, telephone, Two-way radios, and fax machines will be used in performing administrative tasks.

Software Used in Performing Tasks: Microsoft Office Suite, Outlook, Google Applications, Zoom, Microsoft Teams, Adobe PDF, WordPress (web page), Workhorse Software and WisVote.

Working Conditions: A smoke-free indoor environment maintained at a reasonable level of comfort with no exposure to hazardous materials. Occasional exposure to agitated or angry callers or visitors can be expected.

Wage/Salary Range : \$21.25 - \$25.50 per hour with full benefit package established by the Village of Marathon City