

## Position Description Deputy Clerk/Deputy Treasurer

Updated July 3, 2017

**Employment Status:** Full Time, Professional office, Non-exempt

**Responsible to:** Village Clerk/Treasurer

**General Overview:** The individual in the position of Deputy Clerk/Treasurer for the Village of Summit serves as the Deputy and performs a variety of routine and complex clerical and administrative duties for the Village of Summit, some of which are described in Wisconsin State Statutes Sections 61.25 and 61.26.

The Deputy Clerk/Deputy Treasurer also serves as the initial point of contact for telephone, website and in-person inquiries, acts as support staff to the Cemetery Board and various Utility Commissions.

**Supervisory Status:** The person in the position of Deputy Clerk/Deputy Treasurer does not have any supervisory duties.

### **Specific Duties and Responsibilities:**

1. Directs and collects property taxes by balancing Waukesha County tax information for all properties, interaction with taxpayers, banks and clearinghouses for payments, daily balances during tax collection season, coordinating bank deposits, settlement spreadsheets and tracking refunds through Village Board approval.
2. Initial telephone contact for outside calls; responds to immediate questions or refers to other Village officials; point person for walk-in traffic.
3. Attends meetings of the Village Board, Cemetery Board, Utility District Commissions, and other boards, commissions and committees as directed by the Village Clerk. Prepares the minutes of these Village meetings and provides accurate documentation of the proceedings; copies and distributes meeting agendas, minutes and other accompanying information for boards, commissions and committees at the direction of the Village Clerk or Village Administrator.
4. Responsible for election duties as assigned by Clerk/Treasurer including maintaining WisVote (online voter database), voter registration and absentee voting process. Ensure that state and local laws are adhered to in administration of the election, that the appropriate public notices are published in accordance with state law, and conduct and report official canvass of election results. Maintains files for voter registration and campaign filings.
5. Accepts applications, collects fees, and prepares documents for approval for all licenses of intoxicating liquor, fermented malt beverages, direct sellers, cigarette and dog licenses in accordance with all applicable Village ordinances and state regulations.

6. Maintains schedule for Shoreland and Floodland Administrator, making appointments, answering general questions and processing applications, accepting payments and preparing zoning permits in coordination with Shoreland and Floodland Administrator.
7. Process and balance the municipal cash register on a bi-weekly basis. Including data entry into accounting system and depositing funds into local bank.
8. Directs and/or performs the collection, disbursement, accounting, reporting and management of all funds; works with the Village Clerk/Treasurer and Administrator regarding the investment of Utility District funds in accordance with investment policies, goals and local, state and federal regulations.
9. Maintains accurate and detailed financial records of the various Utility District's general funds, special revenue funds, and other special account groups; supervises and/or prepares and enters journal entries on a daily basis for these Districts; prepares monthly bank reconciliations for the accounts, invoices property owners for deferred assessments and developer fees due and owing the Utility Districts.
10. Oversees the routing of invoices from suppliers and vendors for department head approval; and maintains fixed asset records.
11. Prepares customer billing for the various utility districts in the Village (this list currently includes Summit Utility District #2, Silver Lake Utility District, and Summit Utility District #3).
12. Receipts customer payments for the various utility districts and maintains the account information in the software system.
13. Works with Cemetery Sexton to prepare cemetery deeds, accept payments, prepare deposits for sales and transfers of graves, reconciling monthly bank statements and responding to requests for information as needed.
14. Assists the Village Clerk/Treasurer and Administrator with preparation of the various annual utility district budgets by providing revenue estimates, cost estimates and other essential information; assists other departments with utility district budget preparation; attendance at utility district budget review meetings with department heads and Utility Commissioners; coordinates preparation of the utility district budget documents; performs duties relating to the fiscal and financial affairs of the Utility Districts as required.
15. In the absence of the Village Clerk/Treasurer, or at the request of the Village Clerk/Treasurer, completes duties of the Village Clerk/Treasurer or assists with functions of the Village Clerk/Treasurer as outlined in State Statutes. Assists in preparing appropriate notices for

publication and mailing to property owners affected by various petitions or applications on behalf of Village commissions, committees or utility commissions.

16. Communicates with staff and the general public regarding official plans, policies, procedures or meetings of the Village; prepares reports and recommendations for federal and state agencies, including the decennial census, as directed by the Village Board or Village Clerk/Treasurer.
17. Provides leadership and direction in the development of short- and long-term plans for the Village Clerk/Treasurer's office; improves department efficiency and effectiveness.
18. Attends seminars and workshops related to the Deputy Clerk/Deputy Treasurer's duties and responsibilities.
19. Develop, when appropriate, procedures and policies to increase the effectiveness and efficiency of Village government.
20. Timely inform the Village Board, employees, and citizens of legislation and rules that may affect the Village of Summit.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- A. **Education and/or Experience:** Associates Degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.
- B. **Language Skills:** Ability to read and interpret documents such as statutes, ordinances, memos, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before groups of residents, customers or employees of the Village. Ability to transmit discussions and decisions in oral and written format via minutes and telephone.
- C. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. The ability to analyze figures, and a basic knowledge of accounting principles and financial statements.
- D. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- E. **Other Skills and Abilities:** Ability to use calculator, laptop and desktop personal computers - including advanced knowledge of word processing, accounting and spreadsheet programs.

**Certificates, Licenses, Registrations:** Ability to obtain a valid Wisconsin driver's license, Certification through Wisconsin Municipal Clerks Association within four years 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 job, the employee is frequently required to stand, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 moderate.