



**VILLAGE OF ALLOUEZ**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Deputy Clerk

**APPROVED:** May 19, 2015

**REPORTS TO:** Village Clerk-Treasurer

**FLSA:** Non-exempt

**JOB PURPOSE:** This position serves as executive secretary to the Village Clerk-Treasurer and is responsible for the performance of the Clerk's duties in his/her absence in compliance with State Statute 61.25. This position requires knowledge of statutory and legal requirements in conducting elections; processing licenses/permits, public hearings, ordinances, resolutions; working adeptly with public requests; and performing office related duties.

**DUTIES & RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Shall maintain all records, documents and communications generated by the Clerk's office.

Assist in making changes to the municipal Code Book and keeping the Municipal Code Book up to date.

Assist with preparation of public hearing notices and notification to affected parties in accordance with State Statute.

Assist the Clerk-Treasurer in recording and serving as Clerk for all Village Board and Committee meetings as necessary due to scheduling conflicts, vacations or for other reasons promoting the smooth operation of the Village. Officially record and serve as Clerk for Plan Commission. Help ensure that agendas, minutes and other legal documents are produced, posted and published as required by law and meeting packets are prepared in a timely and efficient manner.

Perform necessary secretarial and related duties of Clerk's office.

Process application for alcohol beverage licenses, cigarette licenses, alarm permits, direct seller's and solicitors permits, and other licenses required by State Statutes or Municipal ordinance. Maintain data for all licenses and permits.

Assist with Election Day Preparation including maintenance of voter registry; polling place supplies; processing absentee ballots; ordering election supplies; election inspector review/training; testing tabulator and accessibility machines and preparing returns to County. Responsibilities include all aspects of the Statewide Voter Registration System (SVRS) program implemented by the Government Accountability Board.

Execute Election Day activities including troubleshooting machine errors; answering questions for poll workers; direction electors; organizing absentee ballots; processing Election Day registration; recording votes.

Maintain voter information in SVRS in accordance with Help America Vote Act (HAVA).

Self-initiated learning of Election laws and procedure.

Post delinquent sewer, water and assessment charges to tax roll.

Keep manual vacation, sick and personal leave records until such time as they become computerized.

Reconcile payroll, accounts payable checks from computer and runs related reports.

Prepare Letter of No Specials.

Website administrator.

Type reports, business correspondence, forms and other materials as assigned.

Perform other required duties from Village Clerk as assigned.

Reconcile water cash drawer each morning.

Reconcile Village cash drawer due to water bookkeeper scheduling conflicts, vacations or for other reason promoting the smooth operation of the Village.

Contact person for our IT department when staff needs assistance.

Reconcile credit card bill each month, and run related reports.

Assist the front desk as a fill in when needed for vacations or meetings.

Maintain copiers, shredders, printers, and folding machine.

Prepare invoices for the Public Works Director.

**POSITION QUALIFICATIONS:** A High School Diploma or G.E.D. and minimum of 3 years office experience required. Municipal experience a plus.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge and understanding of State Statute laws, as they relate to the Municipal Clerk, as well as knowledge of Village ordinances, policies and procedures.

Considerable skill in record keeping and computers, performance of clerical activities and effective communication with individuals at all levels of the organization, elected officials, and the general public.

Software knowledge and experience in Microsoft Word and Microsoft Excel.

Ability to process confidential information with discretion; as well as organize, schedule and prioritize work.

Ability to carry out assigned tasks and projects without detailed instruction and with minimum supervision.

Ability to work cooperatively with others and deal tactfully and effectively with the public.

**SUPERVISION/DECISION MAKING:** Does not supervise other employees. Receives general supervision and works alone on routine work from standard practices and procedures. Decisions affect entire Village.

**INTERACTION:** Frequent inside and outside contacts with co-workers, immediate supervisor and residents. Contacts involve corrections or adjustments where good judgement and some tact are essential to resolve minor problems.