



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

City Deputy Clerk/Treasurer

Department: City Clerk's Office
Reports To: City Clerk/Treasurer
FLSA Status: Non-Exempt

Summary Description:

This is a full-time position which performs a variety of administrative duties in maintaining official records, issuing licenses, payroll and conducting and overseeing all city, state, and federal elections. The Deputy Clerk is required to attend applicable meetings and is responsible for the maintenance of official records of proceedings and other official city records.

Appointment/Selection:

Selection is based upon the recommendation of the City Administrator subject to the approval of the Finance and Personnel Committee and Common Council. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and public; Ability to communicate effectively verbally and in writing.
- Ability to work in Microsoft Office products such as: Word, Excel, and Outlook.
- Must be able to multitask, work with minimal supervision, plan and organize and be detail oriented.
- Ability to effectively and tactfully handle difficult customers and stressful situations.
- Ability to maintain strict confidentiality with all information that he/she comes in contact with.
- Knowledge of office equipment operation, including phone, computer, and copy/fax machine.
- Exercise good professional judgment and integrity.

Essential Functions:

- Sort and distribute incoming mail, including signing for any registered or certified parcels. Deliver outgoing mail to US Postal Service office at the end of each working day.
 - Collects and reconciles City pool deposits daily. Delivers all other deposits to the City's official bank.
 - Prepare various vouchers for payment.
 - Maintains a cooperative working relationship with other employees.
 - Assists in preparing and coordinating City mailings.
 - Assists in processing open records requests.
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- Serves as custodian of official City records and public documents:
 - Performs certification and recording for the City as required on legal documents and other records requiring such certification.
 - Seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification.
 - Assist Clerk with tax collection.
 - Perform annual pool employee registration.
 - Assist public with park reservations.
 - Answer phone, assist public with comments, questions, and concerns.
 - Issues various Licenses and Permits
 - Dog licenses.
 - Liquor/Operator's licenses.
 - Cigarette and Tobacco licenses.
 - Attend pertinent training seminars/classes as need to maximize the department's performance level.
 - Monitor accounts payable.
 - Confirm all bills with departments and pay bills on a timely basis to avoid any interest or penalties.
 - Prepare bills for council approval along with Payment Approval Report.
 - Perform City Clerk/Treasurer duties in the absence of the City Clerk/Treasurer.

Record Keeping:

- Maintain current records on all the dog licenses issued by updating the vaccination records and recording new ones.
 - Maintain a list of all delinquent dog owners and report to county.
 - Manage the Sidewalk program.
 - Keep a current listing of all sidewalks that have been repaired by recording owners of the property, mailing addresses, physical address of property, parcel numbers, and amount of repair.
 - Maintain the payment plans for owners with special assessments and roll accounts to the tax roll yearly.
 - Maintain license information on all liquor and cigarette/tobacco licenses.
 - Prepare renewal packets for liquor and cigarette/tobacco license.
 - Submit legal publication and perform all other requirements of Wisconsin law related to alcohol and cigarette licenses.

 - Manage bad check collections.
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- Maintain a list and issue letters in regards to lawn mowing, snow removal, weed control, etc. that are not in compliance with City Code.
- Complete Search Request forms from title companies and/or realtors concerning assessments and charges against City property.
- Administer Elections which includes:
 - Coordinating, supervising, and conducting all election duties as required.
 - Maintains all election records and property used in conjunction with holding of elections.
 - Maintains an eligibility listing and conducts training sessions for election inspectors, chief inspectors, registration deputies and reports the training to the Government Accountability Board.
 - Deputy Clerk attends State approved training to maintain certification.
 - Prepare election forms/information for candidates interested in running for office.
 - Reviews and certifies nomination papers for validity and sufficiency.
 - Prepares all election notices (posts and publish)
 - Prepares polling place location for each election.
 - Manages and conducts voter registration along with assistance from special registration deputy.
 - The Deputy Clerk shall supervise/inspect systematically and thoroughly the conduct of elections in the municipally so that elections are honestly, efficiently and uniformly conducted.
 - Assures proper set-up and testing of voting equipment (Pre-Lat and Public test)
 - Prepares ballots for municipal elections.
 - Prepare, mail, and process all absentee ballots. Conducts all absentee voting in the clerk's office.
 - Organizes absentee voting at nursing homes, senior living facilities, etc.
 - Completes all paperwork as required by Iowa County following the elections and delivers or arranges delivery of election materials to the County Clerk

Serves as Secretary to the Board of Review including:

- Review of the assessment roll for errors and omissions.
 - Works with the Assessor to update assessment roll as necessary.
 - Prepares, publishes, and posts Open Book and Board of Revenue notices.
 - Records the minutes of the Board of Review session.
 - Prepares and delivers/mails (certified mail) final determination statements to objectors.
 - Oversees that members/clerk of the Board of Review attend the Department of Revenue BOR training program in accordance with Sec. 70.46(4) Wis. Statutes and files a training affidavit with the Dept. of Revenue
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Perform payroll duties on a biweekly basis.

- Issue checks to staff
 - Update and monitor Flex accounts
 - Issue liability payments associated with payroll on a timely basis (state withholding, federal withholding, and WI Deferred Compensation)
 - Issue monthly retirement reports to the WI Retirement System
 - Maintain personnel files
 - Monitor part-time employee's hours for WI Retirement purposes
 - Update payroll system with necessary changes such as insurance premiums when due.
 - Administer and monitor Health Reimbursement Account and issue reimbursements promptly to participants and maintain confidentiality for reimbursements.
 - Disperse W-4's and WT-4's to employees and update payroll.
 - Assist new employees with all necessary paperwork (ex. payroll information, retirement information and New Hire reporting to the State, etc.)
 - Monitor employee leave time balances bi-weekly and annually, provide City Administrator with end of year balances.
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