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**POSITION SUMMARY**

<b>Job Title:</b>	Clerk/Deputy Treasurer	<b>Status:</b>	Full-Time, Exempt, Non-Represented
<b>Department:</b>	Administration	<b>Pay Type:</b>	Salary
<b>Reports To:</b>	City Administrator	<b>Education:</b>	MIN: Associate's Degree PREFERRED: Bachelor's Degree

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Under the supervision of the City Administrator, the Clerk/Deputy Treasurer carries out the statutory duties enumerated in Wis Stat. §62.09 of a municipal clerk. The Clerk/Deputy Treasurer plays a central role in ensuring the integrity and transparency of our local government, acting as a bridge between the community and elected representatives. This is a dynamic role critical to the smooth operation of the municipality.

**Key Responsibilities:**

- Serve as the official recordkeeper for the City, safeguarding all documents and facilitating public access in accordance with open records laws.
- Oversee all aspects of the election process, from voter registration to ballot tabulation, ensuring a smooth and secure election experience.
- Issue licenses and permits in a timely and efficient manner, providing exceptional customer service to residents and businesses.
- Prepare legal notices for publication, keeping the community informed of important government activities.
- Work closely with the Financial Officer and City Administrator to support various financial operations, including accounts receivable and payable, payroll processing, employee benefit administration, and property tax collection.
- Provide exceptional customer service to residents, businesses, and other stakeholders, fostering positive relationships and ensuring timely and clear communication regarding municipal processes and records.

**APPOINTMENT/SELECTION:**

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

**ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES**

**Clerk ([Wis Stat §62.09\(11\)](#))**

- Recordkeeping & Public Access: Maintain the City's legal records, including council proceedings, ordinances, resolutions, and committee actions, ensuring their accuracy, security, and accessibility to the public as required by Wisconsin Open Records Law.
- Elections Administration: Oversee and manage all aspects of local elections, including voter registration, ballot preparation and processing, and adherence to all federal, state, and local election laws.
- Meetings & Documentation: attend all Common Council meetings, prepare agendas, document proceeding, and maintain accurate minutes.
- Committee, Commission, & Board Liaison: In addition to the Common Council, function as the secretary for various boards and committees, such as the Board of Review, Redevelopment Authority, Plan Commission, Joint Review Board, Finance Committee. This role entails preparing

agendas, documenting proceedings, and maintaining official records in accordance with established procedures.

- Licenses & Permits: Issue and record all licenses and permits granted by the City.
- Legal Notices & Communication: Prepare legal notices for publication and ensure timely dissemination of official information to the public.
- Oaths and Affirmations: Administer oaths and affirmations.
- Grant & Project Administration: Oversee grant administration processes for various programs (CDBG, recycling, etc.), ensuring compliance with state and federal regulations, compiling reports, and acting as a liaison with government agencies.
- Financial Reporting & Recordkeeping: Assist with gathering data and compiling reports for insurance, census, wage, and other areas. Maintain accurate records for Tax Increment Financing districts and Shared Ride Taxi programs.
- Human Resources Support: Manage employee benefits enrollment and administration, coordinate onboarding processes for new hires, and assist with offboarding procedures for departing employees.
- Foster a Collaborative Work Environment: Establish and maintain open communication channels and collaborate with other departments to ensure seamless information flow, problem-solving, and the successful execution of objectives.
- Drive Efficiency & Improvement: Proactively identify areas for process improvement, implement solutions, and continuously seek to enhance service delivery.
- Promote Public Trust: Serve as a trusted resource for the public, providing accurate and timely information on municipal processes, regulations, and elections.
- BOR Membership: Serve as a member of the Board of Review (BOR) per Chapter 53 of the City's Code of Ordinances, following legal procedures for property assessment review and appeals.
- Perform Other Duties as Assigned: Willingly undertake other related duties assigned by the City Administrator or designee, to support the efficient operation of the office and the City as a whole.

**Deputy Treasurer ([Wis Stat. §62.09\(9\)](#))**

- Financial Operations: Assist with financial tasks such as cash receipting, accounts payable, and receivable, and delinquent accounts.
- Property Tax Collection: assist in property tax collections, reconciliation, and settlement.
- Payroll Operations: Assist the Financial Officer with payroll processing tasks as needed, ensuring timely and accurate employee compensation.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

**KNOWLEDGE:**

- In-depth understanding of Wis Stat. § 62.09
- Familiarity with municipal operations
- Working knowledge of basic accounting principles and processes
- Working knowledge of election laws & procedures, open meetings law, and public records law

**SKILLS:**

- Exceptional written & verbal communication
- Proficiency in implementing and maintaining record management systems

- Superior organization, time management, and attention to detail
- Proactive problem-solving & critical thinking
- Collaboration & building positive relationships
- Excellent customer service

**ABILITIES:**

- Maintain accuracy
- Exercise sound professional judgment
- Mindset of continuous learning
- Uphold a standard of excellence
- Maintain focus amidst frequent interruptions
- Maintain confidentiality
- Exemplify a commitment to exemplary public service

**REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Education:
  - MINIMUM: Associate degree in Public Administration, Business Administration, Finance, Accounting, or related field.
  - PREFERRED: Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or related field.
  - Consideration will be given to a combination of relevant experience and training that demonstrates the knowledge, skills, and abilities necessary for this position.
- Must be bondable.
- Possess a strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook, etc.) and the ability to learn and adapt to new software programs utilized by the City of Richland Center.
- Experience with CivicSystems/Caselle *highly* preferred.

**LICENSES/CERTIFICATIONS**

- Valid Wisconsin Motor Vehicle operator's license and willingness to use own transportation while performing required duties like making bank deposits. (*Required*)
- Notary Public. (*Preferred*)
- Certification from the Wisconsin Municipal Clerk's Association required. – *May obtain after hiring.*

**SUPERVISION/DECISION MAKING:** This position reports to City Administrator and is expected to use sound professional judgment when exercising independent decision making and problem solving.

**WORK ENVIRONMENT/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 position. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Mobility: The ability to move around an office environment. Frequently sitting, walking, standing, and occasionally climbing stairs or ladders.

Lifting and Carrying: Occasionally lifting, reaching, and carrying materials or supplies weighing 20 to 30 pounds. This may include documents, supplies, or other items needed for operations.

Driving: Operating a motor vehicle to travel between different sites, attend meetings, or perform other job-related tasks. A valid driver's license is typically required.

Manual Dexterity: The ability to manipulate small objects, use hands frequently to handle or feel objects, tools, or controls. This may include tasks such as operating computer keyboards, 10-digit keypad, postage devices, and other office equipment and devices.

Visual Acuity: Sufficient vision to read written and electronic materials. This includes near vision for reading fine print and distance vision for assessing larger areas or objects.

Hearing: Adequate hearing to communicate effectively with others in person and by telephone. This includes the ability to hear, understand, and communicate verbal information. The work environment noise level is low to moderate.

Environmental Exposure: Routine exposure to different environments, including inclement weather conditions, will occur when transporting notices, documents, and/or deposits from the Municipal Building.

**WORK HOURS:** Regularly scheduled hours are Monday through Friday from 7:30AM until 4:30PM. Additional hours will be required to attend meetings of the Finance Committee, Common Council, and other committees/commissions/boards. Additional hours may also be required during elections, tax collection, or other times of increased demand.

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*The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*