

Deputy Clerk

**Department:** Town Clerk’s Office

**Reports To:** Town Clerk-Treasurer and Town Board

**General Job Description:**

The Deputy Clerk assists and serves as back up to the Town Clerk-Treasurer for the Town of Barnes. Additionally, the role of this position is to assist and perform all clerical and administrative duties for the Town Clerk. This position performs a variety of administrative support services for the Town Clerk and the general public and requires the exercise of confidentiality, initiative, independent judgement, and discretion in handling delegated details and the performance of various clerical duties. This position handles all confidential correspondence concerning elections, licensing, payroll and other confidential matters that may arise from any source. The work of the Town Clerk's Office requires a high attention to detail and meeting stringent legal and procedural deadlines. The work is performed under the direction of the Town Clerk with moderate supervision and reviewed in a general manner based on results obtained. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Town Clerk. This is a part-time position offering up to but not limited to 20 hours per week. Statement about other duties may be assigned as needed. This is not a comprehensive list of duties.

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**Key Responsibilities:**

• Assist the Town Clerk in performing duties as required by federal, state, and/or municipal law, prioritizing job responsibilities to meet deadlines, and executes duties of Town Clerk in the Clerk’s absence pursuant to Wis. Stats. §62.09(11).

• In the Town Clerk’s absence: attends and serves as secretary for city council meetings, board of review, and board of appeals; responsible for ensuring that all public hearing notices and agendas are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion

• Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and members of the general public.

• Assists the general public with business pertaining to the Town by answering the phones, assisting customers at the counter, and responding to email inquiries. Processes front counter payments and incoming/outgoing mail.

• Provides information to inquiries from the public, and outside agencies, or refers to appropriate person or agency.

• Assists the Town Clerk in performing pre-election support functions including instructions to candidates and verifying residency and candidate requirements; provides information to candidates and the public in elections and candidacy requirements and procedures; monitors and reviews candidate filings to ensure they are complete and in compliance.

• Provides detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, completing the in-person absentee voting process with community members, testing of election equipment, scheduling election officials and staff, coordinating election worker training and election supplies, assisting on the day of the election, post-election reconciliation and other duties as assigned by the City Clerk.

• Assists in all aspects of licensing; prepares license renewal documents and correspondence, oversees the license renewal process and coordinates the processing of all municipal licenses authorized by Town ordinance.

• Assist with the management of Town records, including scanning, indexing, and filing documents according to the Wisconsin municipal general records retention schedule.

• Attend required trainings and otherwise keep abreast of current laws and administrative procedures related to elections, licensing, and other matters pertaining to the Town Clerk’s Office.

**Minimum Qualifications:**

• Must be a citizen of the United States

• Must be at least 18 years of age or older

• Must have no felony or domestic violence convictions

• Must have a high school diploma or GED

• Must be proficient in speaking and writing in English language

• Must be able to operate a computer and use computer software, including applications and programs.

• Must be able to operate a telephone

• Must be able to count money

• Must be able to operate a multifunctional copy machine

• Must be able to work in a confidential environment

• Must have a valid Wisconsin Driver’s License, or ability to obtain one

**Desired Qualifications:**

• Prior experience in Municipal Clerk's office, with the elections process and/or additional applicable certifications preferred.

• Knowledge of laws, legal codes, government regulations, executive orders, agency rules, and the democratic political process.

• Proficiency in Microsoft Office products required; knowledge of WisVote database software preferred.

• Ability to exhibit judgment in solving problems and propose creative solutions.

• Ability to work efficiently and effectively in a governmental office that is fast paced and where projects and priorities change often and quickly.

**Wages and Hours**

The hourly rate of pay will be $18.00 per hour

This position is a part-time position, at 20 hours per week. Hours for this position are Monday-Friday 8am-12pm, elections and other occurrences may vary.

*The Town of Barnes is an Equal Opportunity Employer.*