

## Deputy Clerk Duties

- Answer phones (daily)
- Counter (daily)
- Open office (daily)
- Check drop box (daily)
- Open Safe (daily)
- Filing (as needed)
- Shredding (as needed and more often during tax pymt period)
- Website Updates (as needed)
- Bank deposits: (as needed)
  - Prepare deposit slips
  - Copy checks
  - Take deposits to bank
  - Enter deposits in QB
- Notice/Agendas for All Committees (except Board): (as needed)
  - Type notices
  - Post notices
  - Post minutes
  - File hard copies of committee minutes
- Transfer site passes sales and deposits (as needed)
- Fuel allocation log (monthly)
- Election work: (as needed)
  - Send out absentee ballots
  - Update election/voter info in WisVote
- Title company requests (as needed)
- Operator Licenses: (as needed)
  - Prepare licenses
  - Do background checks
- Liquor Licenses: (annually)
  - Send out invoices
  - Prepare licenses
- Real Estate Tax Payments: (mainly Dec/Jan/Feb)
  - Receive payments and print receipts
  - Bank deposits
  - Shred tax stubs
- Bill Payments: (every two weeks)
  - Stuff envelopes
  - Mail checks
- Bill committees for copies made (twice a year)