

VILLAGE OF NORTH PRAIRIE, WISCONSIN
DEPUTY CLERK/TREASURER
Position Description

Title: Deputy Clerk/Treasurer

Department: Clerk's Office

Reports to: Administrator/Clerk/Treasurer

Status: Part-Time (15-20 hrs./wk.)

Revision Date: December 24, 2024

Adoption Date: January 09, 2025

- I. **PRIMARY FUNCTION:** The Deputy Clerk/Treasurer performs a variety of clerical functions in the Village Administrator/Clerk/Treasurer's office and assists with a variety of duties related to elections, the issuance of permits and licenses, the open records law, open meetings law, record keeping, and bookkeeping, as authorized by the Village Board, Village Administrator, and Wisconsin State Statutes. This is considered a confidential position.
- II. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned at any time.

GENERAL DUTIES

- Perform duties of the Village Clerk in Clerk's absence pursuant to SS61.25, Wis. Stats.
- Coordinate agendas, copy supporting documents for meetings, transcribe minutes for Plan Commission and various Committee meetings, and prepare agenda packets.
- Post meeting dates, agendas and minutes to the village website.
- Prepare and publish public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- Election process – registration management, scheduling, assist with training poll workers, managing Election Day activities.
- Maintain filing Ordinances, Resolutions, Village Board and other Committee books.
- Assist in the preparation of special assessment letters as requested by title companies.
- Assists with the maintenance and processing of all licenses issued by the Village.
- Process and maintain calendar for village hall community room and park rentals.
- Maintain dog/cat license records and prepare report for the Waukesha County Clerk settlement.
- Assist in managing incoming mail for distribution.
- Receive the public and answer questions; respond to inquiries from citizens and others and refer, when necessary, to the appropriate departments and answer phone calls.
- Perform Notary services.
- Act as ombudsman and distribute complaints received to the appropriate department(s) for processing.
- Type reports and letters as requested from various Village Departments, Boards, and Committees.

- Assist Administrator/Clerk/Treasurer with the processing of payroll and new employees as needed.
- Assist with the processing of accounts payable, accounts receivable, billing and bank reconciliation.
- Performs other related work as required.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- A. High school diploma or GED
- B. Knowledge of office procedures and terminology, calculators, copy machines, computer data entry, and websites.
- C. Preferred completion of an accredited two-year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- D. Any prior municipal experience is a plus.

IV. ESSENTIAL SKILLS OF THE JOB

- A. Ability to communicate effectively orally and in writing.
- B. Ability to utilize computer programs, office equipment and website experience.
- C. Ability to multi-task and solve problems.

V. WORK ENVIRONMENT: The work environment is reflective of the responsibilities described in the major duties and responsibilities. Work is performed in an office environment. Contact with employees, vendors, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS:

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have the dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.

VII. ADDITIONAL REQUIREMENTS:

- A. Compliance with the conditions of employment as stated in the Village of North Prairie Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Take an oath of office.
- D. Implement the policy directives of the Village Board.

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