

<b>Job Title:</b>	Deputy Clerk	<b>Job Category:</b>	Administration
<b>Schedule:</b>	Monday - Friday	<b>Benefits</b>	Yes
<b>Location:</b>	City of Mauston	<b>Travel Required:</b>	Minimal
<b>Salary Range:</b>	\$43,200 - \$54,000 DOQ	<b>Position Type:</b>	Full-time - Exempt
<b>HR Contact:</b>	Daron J Haugh	<b>Date Posted:</b>	09/23/21
<b>Will Train Applicant(s):</b>	Yes, experience preferred	<b>Posting Expires:</b>	October 12 <sup>th</sup> , 2021
<b>External Posting URL:</b>	www.mauston.com		

#### Applications Accepted By:

##### EMAIL:

deputytreasurer@mauston.com  
Subject Line: Deputy Clerk Position

##### MAIL:

City of Mauston  
Attn: Daron J Haugh  
303 Mansion St  
Mauston, WI 53948

#### Job Description

##### ROLE AND RESPONSIBILITIES

- Manage election preparation, Election Day operations, and data entry.
- Attend all Common Council meetings and Committee meetings as needed, including closed sessions, and keep a full record of the proceedings. Administer all oaths.
- Oversee maintenance and codification of all approved ordinances.
- Assist City Administrator with various tasks that pertain to meeting agenda prep.
- Maintain license information on all operator/bartender, retail liquor, cigarette/tobacco, direct sellers/vendors, mobile home park, and miscellaneous licenses. This duty includes annual distribution of license forms, legal publications and other requirements of Wisconsin law related to alcohol and other licenses.
- Assist with open records requests. Inclusive of custodial duties of all municipal records except personnel records.

##### QUALIFICATIONS AND EDUCATION REQUIREMENTS

HS diploma required, post-secondary preferred. Certified Municipal Clerk preferred.

##### PREFERRED SKILLS

Experience or working knowledge of principles and procedures of municipal government and office administration, Wisconsin municipal law as it relates to elections. Exercise good professional judgement and integrity. Be proficient with Microsoft Office, inclusive of Word, Excel, and Outlook. Perform difficult and responsible work with independence and discretion. Be able to communicate in a professional and effective manner, both orally and writing.

##### ADDITIONAL NOTES

Full job description and application available at [www. Mauston.com](http://www.Mauston.com)  
A completed cover letter, resume, and a City of Mauston application is required.  
Criminal background check and drug test required for finalists.