

# TOWN OF PLEASANT SPRINGS

## POSITION DESCRIPTION

### DEPUTY CLERK / TREASURER

#### Purpose of Position

This position is currently a 30-hour position with hours of Monday through Thursday and Fridays off. The purpose of this position is to provide support and assistance to the Clerk/Treasurer and Town Board as needed, by performing various tasks, such as staff for the Plan Commission, municipal accounting tasks, bank reconciliation, journal entry prep and posting, preparation of bank deposits, accounts receivable and accounts payable, assisting with administering elections and knowledge of the WisVote election administration system, municipal licensing, record keeping, friendly customer service and support to the residents, Town Board, and Plan Commission. This position is fast paced and performs a variety of accounting, tax collecting, and responsibilities as required by state statutes of the Clerk's and Treasurer's office, administrative office support functions including front line interaction with residents and customers. Must have a friendly and professional attitude. Professional employee conduct is required. This position requires attention to detail and the ability to multi-task along with quality customer service and team cooperation. Ability to work independently or in a team environment. The level of responsibility and hours may vary, especially during certain times of the year, for example, elections and tax time.

#### 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 will be required and assigned.

This position is under the supervision and direction of the Clerk/Treasurer and reports directly to him/her. The Town Board is the authority in all employment decisions. **These tasks are not in order of importance.**

1. Accounts payable, accounts receivable, bank reconciliation, journal entries, cash handling, data entry, coding and processing invoices, billings and recording, monitoring accounts, reporting and maintenance of financial data, including general ledgers.
2. Answer phones, providing routine information and assistance, taking messages and directing calls as appropriate.
3. Serve as back up for the Clerk/Treasurer in his/her absence, including attendance at night meetings.
4. Assist with developing the annual budget as directed by the Clerk/Treasurer and Town Board.
5. Assist with tax preparation, mailing, and collection.
6. Assist with election preparations, administration and process to include knowledge of WisVote (or willingness to learn).
7. Issue dog licenses and boat landing/compost site permits, issue other licenses/permits as needed.
8. Maintain log of special assessments and charges additions and deletions for waste/recycling charges and assist with completion of the annual Special Assessment & Charges worksheet for County
9. Maintain complaint log, driveway access damage log, municipal logs, and report as needed to appropriate officials.
10. Assist with preparation of licenses for liquor sales, operator's and tobacco products including providing receipts and properly receipting revenues into appropriate accounts.
11. Perform errands such as purchasing office supplies, deposits, and mailings at the local Post Office at the direction of the Clerk/Treasurer. Use of the employee's personal vehicle is reimbursed.
12. Monitor office supply inventory.
13. Type reports, letters, lists, forms and other correspondence from written and oral instruction. Collect data, enter data into spreadsheet files, prepare and submit reports.
14. Process mail.

15. Assist in maintaining town files and records as required by ordinance and statute.
16. Prepare, maintain and update directories as needed.
17. Provide plat maps and legal description information, assessment information, parcel information and tax information according to town policies.
18. Maintain policies and procedures manual.
19. Assemble information and materials, and prepare for Town Board and Plan Commission meetings. Conduct projects research; compile and synthesize findings.
20. Gather information for grants and assist in completion of grant applications.
21. Assist in maintaining insurance records for life, health, retirement, general liability, and Worker's Compensation, assisting with annual applications and audits for insurance purposes.
22. Fax legal notices and advertisements for publication.
23. Assist with personnel duties and reporting as directed by the Clerk/Treasurer.
24. Attend available workshops, educational sessions as necessary.
25. Attend, take minutes and prepare the draft of minutes for all Plan Commission meetings in accordance with guidelines and policies.
26. Contribute and promote positively to the workplace, residents, and customers.
27. Any other assignments given by the Town Board and Clerk/Treasurer.
28. Maintain confidentiality.

### **Plan Commission Duties**

1. Assigns all new land use requests, and the next plan commissioner for the new request, will CC Plan Commission Chair on initial email noting a new request and any pertinent information.
2. Shall keep track of all noted absences to ensure a quorum of the Plan Commission shall be present for every meeting.
3. Shall prepare the draft Plan Commission agenda the fourth Tuesday of the month to send to the Plan Commission chair for review/revision/approval. Chair shall provide any corrections/approval by 12pm on 4<sup>th</sup> Thursday of the month. If no response is received regarding agenda by 12pm on Thursday, the office will assume approval and send out the agenda/packet as noticed.
4. The Plan Commission packet shall be mailed out the fourth Thursday of the month. Any additional correspondence or attachments shall be made available at the table.
5. Shall be present at the Plan Commission meetings to take minutes. The minutes should be short concise minutes only including the language of the motion and any additional items as recommended by the Plan Commission.
6. Shall prepare the staff report the Thursday after the Plan Commission meeting. The Plan Commission chair shall have one week to provide any additional comments on the staff report. If no comments or response are received regarding the PC staff report by the following Thursday at 12pm, the staff report will be distributed to the Town Board without Chair comments. Provides a copy of the staff report to the Clerk to use when drafting the Town Board agenda.
7. Prepares the minutes and send them out with the Plan Commission packet for review by the Plan Commission. Any changes/edits shall be made at the Plan Commission meeting in open session. As noted in the PC training manual, the recorder is only expected to prepare minutes in the absence of the staff member. The recorder will be notified as far in advance as possible of meetings the staff member will be absent.
8. Any additional requests for additional information, or additional handouts should be forwarded the staff member prior to 12pm on the Tuesday before a meeting. This gives the staff member ample time to prepare documents to be distributed at the Plan Commission meeting.

## **Work Schedule**

Hours for this position are based on the agreed upon schedule and during open office hours of Monday, Tuesday & Wednesday 8:00 a.m. to 4:00 p.m. and Thursday from 8:00 to 4:00 p.m., and 10:00 – 6:00 p.m. Mid December thru February. The position requires evening attendance at Plan Commission meetings. There will be times during the year when this schedule will be altered. As much advance notice as possible will be given when this occurs. There may be additional hours in the months of December and January and all election months. There is a requirement for extended working hours during these months and/or any other times needed. **NO TIME OFF MAY BE TAKEN IN DECEMBER OR JANUARY** unless approved and absolutely necessary and coverage is provided during open office hours.

## **Wages**

The current wage for range is \$19.00 to \$21.63 based on knowledge and experience.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

1. Associate degree in accounting/ bookkeeping preferred, or a closely related field, including experience in municipal finances / finances. Previous municipal experience and certification as a Wisconsin Municipal Clerk preferred or willingness to achieve certification. High School diploma or equivalent and three year's responsible clerical experience including public contact, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
2. Public contact, WisVote experience, 45 WPM, MS Excel, MS Word, and financial software experience. Knowledge and experience with Civic Systems financial software or current government financial software a plus.

## **Language Ability and Interpersonal Communication**

1. Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
2. Ability to understand established policies, procedures and standards in order to explain, demonstrate and clarify them to others.
3. Ability to follow specific instructions and respond to simple requests from others.
4. Ability to utilize a wide variety of descriptive data and information, such as meeting minutes and agendas, messages, computer software operating manuals, drafts of correspondence, memos, lists, reports and forms.
5. Ability to communicate effectively with town employees, Town Hall visitors, Town Board members, and the general public.
6. Ability to prepare a variety of documents including letters and other correspondence, meeting minutes and notices, etc. using prescribed format and conforming to all rules of punctuation, grammar, and style.
7. Ability to comprehend, interpret and use a variety of documents including tax payments, bank statements, checks, town directories, tax books, plat maps, section, maps and ordinance books.
8. Ability to use and interpret basic accounting terminology and technology.

## Physical Requirements

1. Ability to operate a variety of office equipment including computer, typewriter, photocopier, fax machine, telephone system.
2. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
3. Ability to exert light physical effort in sedentary to light work.

## Mathematical Ability

1. Ability to add, subtract, multiply, and divide and calculate decimals and percents.
2. Ability to complete Bank reconciliation for Town accounts

## Judgement and Situational Reasoning Ability

1. Ability to work independently and make appropriate decisions in prioritizing the workload.
2. Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

## Environmental Adaptability

1. Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little to no risk of injury.

The Town of Pleasant Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## BENEFIT INFORMATION

The Town offers an excellent benefit packet to include participation in the Wisconsin Retirement System (WRS), pro-rated vacation, personal leave, sick leave, health, dental, and life insurance.

- 1) 180-day probationary period
- 2) Permanent part-time with additional hours for seasonal projects. (Currently 30 hours per week)
- 3) Pay range: \$19.00 to **\$21.63** per hour.

- 4) Holidays – If the holiday falls on a regularly scheduled workday, paid the prorated percentage of hours normally worked on that day.
- 5) Benefits:
  1. Sick Leave – pro-rated based on weekly hours-currently 6 hours per month accrued to a maximum of 720 hours
  2. Personal leave pro-rated based on weekly hours, 30 hours currently
  3. Paid Vacation: Part-time employees shall earn vacation leave benefits on a pro-rata basis.
  4. Health / Dental Insurance – 50% of single plan will be paid by Town if employee chooses
  5. Life Insurance-Basic paid by the employer, additional coverage at employee's expense.