

Village of Sussex Position Description

Position Title:	Deputy Clerk	Department:	Administrative Services Clerks Division
Revision Date:	July 8, 2020	Pay Grade:	6 FLSA: E
Staff to	Village Board, Plan	Reports To:	Administrative Services
Committee(s):	Commission, others		Director

Job Summary

The Deputy Clerk is an administrative position serving under supervision of the Administrative Services Director; however, the employee is expected to exercise independent judgment at all times. The primary purpose of this position is to serve as the first point of contact for many individuals while performing a wide variety of responsible, confidential, administrative duties, including, but not limited to, administering elections, processing license and permit applications, purchasing supplies, drafting documents, performing customer service and communication tasks, and acting as back-up to the Village Clerk in his/her absence. The Deputy Clerk must routinely interact with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about village issues and levels or quality of service, which should be noted and reported to their immediate supervisor. The Deputy Clerk also manages four (4) part-time Administrative Assistants in coordination with the Park & Recreation Division.

Essential Duties & Responsibilities

Including, but not limited to:

One of the most essential functions of this position is provision of external customer service. Assist with the supervision and provision of customer service to the external public in person, on the phone, via email, social media and the Village website. Serve as the supervisor for front line counter staff at the Civic Center and handles all work flow management, training, evaluation, and staff development.

This position will attend meetings of the Village Board, Plan Commission and Board of Review and other Boards as requested, and provide accurate minutes of the proceedings. Will prepare and distribute agendas, minutes and other accompanying information for boards, committees and commissions. Assist in the preparation of ordinances and resolutions, as well as the codification of the same. Maintain records as required by Wisconsin State law and Village policy. Prepare and publish official notices required by law.

Serve as record custodian for the Village, including the corporate seal of the Village. Certify, attest and record legal documents, including ordinances, resolutions, contracts, easements and deeds as required. Enter every enacted ordinance and resolution into the permanent record for the Village. Oversee the records management program, including retention and disposition of official documents. Maintain all papers and records open to inspection during normal working hours. Serve as notary public.

Administer the issuance of permits and licenses for intoxicating liquor, fermented beverages, peddlers, cigarette, coin-operated machines, fireworks, dance, amusement and other permits in accordance with applicable Village ordinances and regulations. Serve as Coordinator/Sexton of the Village Cemetery.

Perform the duties as required by state statute relating to elections including overseeing the election process, record/update voter registration in WisVote, inform the public of all presidential, state and local elections, along with state and local referendum voting, arrange for polling places and recruit, train and supervise poll workers. Prepare and distribute ballots, including absentee ballots and other supplies required to run elections. Test electronic voting equipment, deliver voted ballot and required election forms to the County Clerk for tabulation. Prepare reports and recommendations for federal and state agencies as required.

Serves as the backup for the Administrative Services Director (Clerk), while assisting with statutory obligations of Clerk/Treasurer position and perform all other duties as assigned.

Minimum Requirements

- Five years' in the Clerk or similar municipal field with increasing supervisory experience.
- High School Degree, college degree in relevant field preferred
- Valid Driver's License
- Notary Public
- Wisconsin Certified Clerk

Knowledge, Skills and Abilities

Must be able to operate a computer and basic software, 50 wpm typing, (word, excel, power point, access) along with other basic office equipment. Able to utilize state election software, G.I.S. and other billing and software programs for records management and social media/website activities. Must be able to manage and evaluate office performance for effective service delivery. Should be a member of the professional organization(s) and shall attend continuing education courses relative to the position.

Physical Demands of the Position

50% of the time is spent sitting, typing, and talking on the phone.

40% of the time is spent standing, walking, talking, hearing, carrying and low handling.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Environmental Conditions

95% of the time is spent inside.

5% of the time is spent outside in extreme hot and cold, in a wet, humid atmosphere.