

City Of Tomah Deputy City Clerk Job Description

GRADE: H
DEPARTMENT: City Clerk
LOCATION: City Hall
SUPERVISOR: Chief Deputy Clerk
CLASSIFICATION: Non-Exempt-Hourly Non-Represented

Revised: October 2024
Council Approved: October 2024

GENERAL DESCRIPTION OF DUTIES:

The purpose of this confidential position is to perform clerical, public reception, issuing licenses and permits, election administration, filing insurance claims, and customer service tasks. The Deputy Clerk assists in the maintenance, care and custody of the corporate seal and all the papers and records of the Clerk. The Deputy's daily responsibilities are assigned by the Chief Deputy, who reports to the City Clerk. The Deputy Clerk is responsible for assisting the City Clerk in the Chief Deputy's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the duties listed, nor do the examples listed include all the duties that may be found in this position. Other duties may be required and assigned.

1. Assist with elections including updating and maintaining voter registration and voter records; absentee voting; registration of new voters; entering voter history after each election; ensuring that the computer poll lists are run for the election and all information is attached; organizing election supplies; and assisting with various Election tasks.
2. Assist with liquor and tobacco license renewals and billing of liquor and tobacco license renewals, prepare all Liquor Licenses, tobacco, Cabaret, Coin Operated Machine, and special licenses for taverns and liquor stores.
3. Assist with license renewals for bartenders, taxi cabs, taxicab drivers, farmers market, weights and measures, secondhand article, and the issuing of new licenses and permits.
4. Coordinate and maintain records retention schedule for the Clerk's and Treasurer's offices.
5. Assist with managing personnel records and other various filing duties.
6. Assist with Human Resource functions including benefits administration, leaves of absence, and new hire documentation and orientation.
7. Assist with collection of property taxes, license fees, business permits, and other fees collected by Treasurer's Office.
8. Responsible for backing up the Chief Deputy in the matter of meeting notices and minutes for various committees including Long Range Planning, Emergency Management, and Historic Preservation Committee, and other meetings as assigned by the City Clerk.
9. Prepare notices and publications as required by law.
10. Assist with maintenance of City website.
11. Responsible for assisting the Chief Deputy with the City Directory/organizational chart/and position count updates.
12. Provide customer service to both internal and external customers at the counter and responding to telephone calls regarding City-wide questions, and refers questions and complaints to the appropriate departments.
13. Assist the Chief Deputy in the maintenance of mobile home assessments and invoicing.
14. Assists in maintaining City Ordinances.

15. Maintains knowledge of Chief Deputy Clerk's responsibilities and functions and performs those duties in his/her absence or as directed.
16. The City of Tomah has adapted rules and regulations established for the safety of its employees in the performance of their jobs. It is the responsibility of every employee of the City of Tomah to follow safety rules and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

1. High school education (diploma or GED) required.
2. An Associate Degree in Business Public Administration, Records Management, Human Resources, or related field preferred; or any combination of equivalent experience that will provide the required skills and abilities.
3. Municipal government experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent verbal and written communication skills.
2. Ability to coordinate and maintain involved records and files and prepare reports from such information; excellent organizational skills.
3. Typing and computer skills, including Microsoft Word and Excel.
4. Math skills and general office skills, including word processing and data entry.
5. Customer/public service and ability to work effectively and communicate with people at various levels, both within and outside the organization.
6. Ability to operate a variety of office machines including computer, telephone, calculator, fax machine, imaging equipment, copier, and a multitude of software programs.
7. Perform tasks with a high degree of judgment, accuracy and integrity.
8. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; and ability to concentrate for extended period of time and be flexible.
9. Ability to work on multiple tasks establishing priorities for work while working under minimal supervision and work under deadlines with competing priorities.
10. Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; and ability to concentrate for extended period of time and be flexible.
11. Ability to work under deadlines with competing priorities.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches shoulder height frequently.
4. Reaches above and below shoulder height.
5. Occasional bending.
6. Lifts and carries up to sixty (60) pounds.
7. Pushes and pulls office equipment up to sixty (60) pounds within the office area.
8. Forty-five (45) percent of work day spent sitting.
9. Thirty (30) percent of workday spent standing.
10. Twenty-five (25) percent of workday spent walking.
11. All percentages above could vary, depending upon duties performed that day.

PHILOSOPHY AND GOALS:

Each employee must be committed to the goals of the department/city and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department/city equipment and resources.

Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.

Employee Signature

Date

Employer Signature

Date