

ADMINISTRATION DEPARTMENT

JOB DESCRIPTION

DEPUTY CITY CLERK

 **EXEMPT:** No **UNION:** No

GENERAL STATEMENT OF JOB:

The Deputy City Clerk assists the City Clerk, City Manager, and Administration Director in carrying out all functions of the office in a prompt, efficient, and lawful manner. In the event of the City Clerk’s absence, the Deputy City Clerk will act as City Clerk. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated details and the performance of various clerical duties. Work is reviewed in a general manner based on results obtained with limited supervision. Work requires a high attention to detail and meeting stringent legal and procedural deadlines.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

Elections

* Assist City Clerk in processing registrations, and absentee ballot requests, and maintaining the state election database. Processing undeliverable ERIC postcards and unreturned indefinitely confined absentee ballots according to State Statutes.
* Prepare district paperwork and supplies before election day. Organize district paperwork after the election. Process election day registrations and prepare poll books for distribution to county and school board.
* Assist City Clerk with the distribution of election materials to the district polling locations. Provide in-office support during the entire election day.
* Prepare election night reporting and post to the website.
* Update voter registrations from State Election Registration Information Center (ERIC) movers list.
* Provide updated paperwork for candidate filing. Review submitted paperwork for the valid signature count to provide to the Clerk.
* Provide support to the City Clerk in the conducting of elections as requested.

Records, Permits, and Licensing

* Maintain City vehicle registrations, titles, and driver license information. Update driver’s insurance as needed. Apply for license plates when requested by department.
* Serve as City property and liability insurance coordinator.
* Assist departments with website updates and postings.
* Update, post, and maintain records of City Administrative Policies and Procedures.
* Update the ordinance and resolution books. Attach proof of publication and post on the website. Print, post, and distribute Municipal Code updates.
* Assist City Clerk in organizing, updating, and maintaining all official City records either electronically or physically based on the current retention policy. Provide requested documents to staff and the public in a timely manner.
* Process Operator, Taxi, Temporary Liquor, Animal Establishment, Direct Seller’s, Fireworks licenses and Parade, Run/Walk, Street Closing permit applications as required by the City. Prepare licenses and permits to be issued and maintain records.
* Prepare paperwork for the annual Alcohol, Cigarette, and Junk Dealer renewals. Process and review incoming applications. Prepare information for invoicing. Maintain alcohol license checklist and databases. Prepare publication notice for Clerk. Prepare licenses for issuance. Organize and file issued licenses.
* Prepare and process the Tax-Exempt mailing and file the summary with the State (even years)

Council/Boards and Commissions

* Coordinate, assemble, and distribute Common Council agendas and packets. Post agenda as required to Council, Department Directors, media, website, library, financial institution (when needed), and City Hall. Follow-up on agenda items needing to be processed or filed after Council meeting.
* Maintain and update boards and commission member lists and appointments in the Boards and Commissions Book, on the website, and SharePoint. Communicate with Council President and Staff Liaison when receiving applications, resignations, or appointments. Update Vacancy List and post in Council packet and website. Mail appointment letters and Certificate of Appreciation certificates to members.
* Take minutes for the Common Council and Plan Commission meetings in absence of the City Clerk.
* Maintain New Council Orientation Book and PowerPoint presentation. Schedule training with WCMA for new Alderpersons.
* Send Council the yearly meeting schedule, Council contact information, Boards and Commissions Council representative appointments, and other documents as requested.
* Remind departments to provide information for the weekly update. Draft update, organize meetings and events, draft and prepare correspondence and reports on behalf of the City Manager.

Office Management

* Use excellent customer service skills: establish and maintain an effective working relationship with other employees, officials, and members of the public. Provide phone and front desk coverage.
* Notarize documents for City staff.
* Maintain monthly postage usage by department. Assist in mail processing.

City Manager

* Remind departments to provide information for the weekly update. Draft update, organize meetings and events, draft and prepare correspondence and reports on behalf of the City Manager.
* Maintain the City of Platteville organizational chart on the website and SharePoint.
* Maintain the City Directory on the website.
* Update the City phone directory on SharePoint and the Emergency Card, distribute as needed.
* Create ID badges for new City employees or as needed.
* Assist City Manager in Coordinating City hosted events such as GCEDC dinner and Focus on the Future/State of the City gatherings.
* Assist City Manager in assigned projects.

Section 2. Peripheral Activities

* Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge to carry out detailed but uninvolved written or verbal instructions; standard understanding of arithmetic calculations involving fractions, decimals, and percentages; working knowledge of modern office practices.

Ability to compose original correspondence, follow technical manuals, and have increased contact with people. Ability to communicate effectively, verbally or in writing, with employees and the public.

TOOLS AND EQUIPMENT USED:

Computer with word processing, database, spreadsheet, and insurance programs; calculator; telephone; copy machine, fax machine, mail machine, and other tools and equipment as requested or needed.

CONFIDENTIAL DATA:

Confidential data includes family medical history of each employee.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; uses repetitive movements; uses eye-hand coordination; hears. Employee frequently stands; keyboards; talks; uses the telephone; has contact with public/customers; climbs stairs. Employee occasionally walks; reaches; grasps; holds; works alone; stoops, kneels, crouches, or crawls.

Employee must be able to constantly lift up to 10 pounds; occasionally lifting up to 25 pounds.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

* Minimum education: High School Degree, or GED equivalent, plus one year of other schooling to include secretarial, bookkeeping or accounting, and
* Related work experience of at least 1 year, or
* Any equivalent combination of education and experience.
* Valid Wisconsin driver’s license.
* Notary Public, or capable of becoming a Notary Public within three months on the job.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to temperature extremes depending on heat and air conditioning. Significant work pace/pressure during annual alcohol licensing, elections, and various deadlines.

POSITION ACCOUNTABILITY:

REPORTS TO: City Clerk

SUPERVISION EXERCISED: In absence of City Clerk, supervises all election workers.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community · Treating our Customers with Care · Working Cooperatively Together · Doing Quality Work · Demonstrating Integrity on the Job · Showing Flexibility and a “Can Do Spirit” · Acting as Good Stewards of the City’s Resources · Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/12/01

Revision History: 7/1/96; 12/15/08; 12/31/10; 10/28/13; 12/31/15; 7/3/16, 3/6/17, 10/21/2021, 5/5/23