

# Village of Merrilan - Deputy Clerk-Treasurer - Position Description

Rev. 04/10/2024

**Title:** Deputy Clerk-Treasurer

**Department:** Clerk-Treasurer

**Reports To:** Clerk-Treasurer

**Status:** Full-Time

## PRIMARY FUNCTION

The Deputy Clerk-Treasurer performs a variety of clerical functions in the Village Clerk-Treasurer's office and assists with a variety of duties related to the open records law, open meetings law, elections, the issuance of permits and licenses, Real Estate and Personal Property Tax Collections, Utility Billing, and Bookkeeping, as authorized by the Village Board and Wisconsin State Statutes. This is considered a confidential position.

## EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- High School diploma or GED
- Knowledge of office procedures and terminology; calculators, electronic cash register, copy machine, and computer data entry.
- Preferred completion of an accredited two year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Any prior municipal experience is a plus.
- Enrollment in or ability to have successful completion of the Wisconsin Municipal Clerk and Treasurer's Institute, upon hire.

## ESSENTIAL SKILLS OF THE JOB

- Ability to instruct and train other staff.
- Ability to utilize computer programs and equipment.
- Ability to communicate effectively orally and in writing.
- Ability to multi-task and problem solve.

## WORK ENVIRONMENT

The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

- Must be able to sit, stand, bend, walk and climb with or without back support.
- Able to lift up to 25 pounds.
- Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.

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- Hearing activities require the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- Must be able to work with file cabinets and shelving of various heights, lengths, widths, etc.

### **Compliance with the conditions of employment as stated in the Village of Merrilan Employee Handbook.**

- Must keep current with new computer technology which would benefit the Village and its residents.
- Take an oath of office.
- Implement the policy directives of the Village Board.

### **DUTIES DETAIL**

1. Perform duties of Village Clerk in Clerk's absence pursuant to §61.25, Wis. Stats. Act as custodian of department documents and records.
2. Answer telephone calls regarding customer questions to their utility accounts and Village business.
3. Receive the public and answer questions; respond to inquiries from employees, citizens, and others and refer, when necessary, to appropriate departments.
4. Manage all payments from customers, payment drop box, and mail on a daily basis and sort to correct mailboxes or bill folders.
5. Act as complaint ombudsman and distribute complaints received to the appropriate department for processing.
6. Do computer entry of check and cash payments and adjustments as necessary, process credit card payments through PSN, make all utility bank deposits, and ensure that the General Ledger is accurately updated.
7. Prepare monthly for disconnection/delinquent notification by generating notices to be mailed to customer and landlord, initiating telephone contact with each delinquent customer prior to disconnection day, and following PSC rules for disconnection .
8. Enter Monthly meter reads and ensure they are correct.
9. Complete the monthly printing and mailing of all Utility bills. Print reports, close cycle after all reports are reviewed to make sure they are correct, prepare for next month.
10. Manage and negotiate Deferred Payment Agreements with utility customers to find solutions that enable the customer to successfully gain "current" status on their account. Remember that once a customer does not pay as agreed to, no future arrangements will be made. NO EXCEPTIONS.
11. Review and update Equal Pay customer accounts twice annually; analyze account data to determine if payment amounts need to be changed based on the past 6 months' usage/billing, customer notification, and adjusting accounts as necessary.
12. Work with Energy Services to assist qualifying utility customers in obtaining financial assistance based on payment history, usage, etc.
13. Enter and file monthly PSC reports for PCAC.
14. Ensure PSN and Utility accounts balance at month end.
15. Prepare yearly certification for Tax Roll.
16. Assist auditors with the PSC annual reporting (electric and water).
17. Do simplified rate cases for water, when needed.
18. Work with the Village auditors on conventional rate cases, when needed.
19. Maintain utility inventory for electric, water, and sewer - keep inventory sheet updated with prices – also relating to the annual report for the PSC.

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20. Maintain a log of all permitted wells in the Village, ensuring that they are inspected and permitted as necessary.
21. Track, coordinate and schedule Cross Connection Inspections (CCI) for all residential, commercial, and public authority water utility customers per DNR requirements.
22. Keep the garbage list updated and notify WM in the event of changes.
23. Back up the Village Clerk/Treasurer with accounts payable, payroll, and Elections as needed, or in the absence of the Clerk/Treasurer.
24. Assist the Village Clerk-Treasurer with all Election related tasks including registration management, scheduling, training of poll workers, managing Election Day activities.
25. Assist with annual tax collections, pet licensing, park shelter reservations, and other permits, scheduling, and licensing. Background checks, printing of licenses, etc.
26. Attend all training and conferences as necessary which may include overnight hotel stays and travel - paid for by the Village - includes Clerk/Treasurer Institute Training (four-year program) and Core Election Clerk Training.
27. Order and maintain office/cleaning supplies as needed.
28. Keep all ordinances, resolutions, transcriptions, updated as needed.
29. Prepare agendas and attend board meetings as needed.
30. Type reports and letters as requested for various Village Departments, Boards, and Committees.
31. Assist Weed Commissioner and/or Public Works Director in issuing notification letters and follow-up information.
32. Prepare public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
33. Maintain, enforce, and follow security rules associated with all systems, whether electronic, keyed, or other design.
34. Insurance election is mandatory within the Village - we offer a great insurance package.
35. Assist the Clerk-Treasurer with work as requested and perform a variety of related tasks and duties as required by State Statute and Municipal Code.
36. Obtain Notary Certification within 6 Month of hire
37. Cleaning duties as needed.
38. Other duties as assigned for the Village to run smoothly.

*The above list of job duties is not all-inclusive. Duties may be revised as necessary.*

*The Village of Merrilan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*