DEPUTY CLERK-TREASURER

PURPOSE OF THE POSITION:
Responsible for assisting and being the back-up of the Administrator-Clerk-Treasurer for all the duties associated with that position as indicated in Wisconsin State Statutes 60.33, 60.331, 60.34 and 60.341.

Generally responsible for the assistance in administrating Town services and operations including Stormwater Utility District and Sanitary District #2 within the guidelines of the Wisconsin Statutes and adopted Town, Stormwater and Sanitary District #2 budgets, policies, ordinances, and resolutions. Perform customer service, clerical filing, record keeping, various word processing, spreadsheets, accounting software and other office procedures under the direction of the Administrator-Clerk-Treasurer, and act on behalf of the Administrator-Clerk-Treasurer in her-his absence.

ESSENTIAL RESPONSIBILITIES:
The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Greet and assist visitors to the office.
- Answer the phone and respond to voicemail.
- Open and distribute the mail.
- Pay the bills in accordance with Town, Stormwater and Sanitary District #2 policy.
- Issue receipts for monies received and prepare bank deposits for Town and District funds.
- Process payroll checks and related reports.
- Provide various reports as requested by the Administrator-Clerk-Treasurer, Town Board, Stormwater Utility District, Sanitary District #2 and other government entities.
- Issue licenses as approved by the Town Board.
- Coordinate the rental of the municipal building
- Order and maintain office supplies.
- Assist Administrator-Clerk-Treasurer with all aspects of elections.
- Assist the Administrator-Clerk-Treasurer in preparing the annual budgets and post-publish the appropriate notices.
- Assist in the handle the processing and collection of tax bills, sanitary district invoicing and other invoicing as required.
- Issue dog licenses and maintain a record thereof.
- Maintain the filing system.
- Attend meetings and take minutes for Sanitary District #2. Attend meetings and take minutes for other Town meetings in the absence of the Administrator-Clerk-Treasurer.
- Prepare records and documentation for various annual audits.
- Serve as a Notary Public.

KNOWLEDGE OF:
- Accounting principles.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to understand and apply them in a variety of situations.
- Personal computers and software including but not limited to: Microsoft Word, Excel, Outlook and Publisher; QuickBooks and Internet Explorer.

ABILITY TO:

- Communicate effectively with the general public, staff, Town Board, Commissions and Committee members both orally and in writing.
- Able to establish and maintain effective working relationships with other Town officials, employees, and the general public.
- Operate general office equipment such as computer, copy machine, calculator, telephone, fax, etc.
- Comprehend and interpret a variety of documents including budget reports, meeting minutes, billing invoices, agendas, State Statutes, and other regulations, policy and procedure manuals, etc.
- Follow verbal and-or written instructions, policies rules and regulations.
- Effectively and efficiently coordinate multiple activities.
- Work independently with little supervision.
- Set priorities and meet deadlines.
- Be bonded. Notary Public is helpful.

WORK ENVIRONMENT AND WORKING CONDITIONS:

- Work approximately 20 -25 hours per week, regular office hours will be conducted at the Town of Neenah Municipal Building
- Must be available for evening meetings
- Work is generally performed in an office environment.
- Work is usually performed while seated at a desk, but must be able to walk, bend, reach and lift.
- Work is frequently performed using a computer and peripheral equipment.