

TOWN OF ROCK POSITION DESCRIPTION

Position Title: Deputy Clerk / Treasurer
Department: Office
Accountable To: Clerk/Treasurer/Chairman

Salary Range: Dependent on qualifications
FLSA Status: EXEMPT
Work Status: Up to Full-time

PRIMARY Summary:

Work involves assisting the Town Clerk and Treasurer in carrying out all functions of the office and in the absence of either performing responsibilities in a prompt, efficient, and lawful manner. The Deputy Town Clerk/Treasurer will act as the representative in the event of absence. 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.

SUPERVISION RECEIVED:

Works under the direction of the Town Clerk, Town Treasurer and Town Board.

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS OF POSITION:

- Assist the Town Clerk in prioritizing of job responsibilities to meet deadlines.
- Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and members of the general public.
- Assists Town Clerk in organizing and administering the filing of campaign financing statements and reporting; monitors and reviews filings to insure they are complete and in compliance.
- Assists the Town Clerk and Elections Specialist in conducting Town elections; assists in performing pre-election support functions including instructions to candidates and verifying residency and candidate requirements; provides information to candidates and the public in elections and candidacy requirements and procedures; and helps process absentee ballots.
- Coordinates poll workers, their training meetings, and supplies.
- Maintains annexation book and stat book on the growth of the Town.

- Provides information by telephone, email, fax or in writing to department, council members, the media and the general public relating to all types of Town documents and processes.
- Attends meetings in the absence of the Town Clerk or Treasurer, takes minutes and presents information to the Town Board.
- Document retrieval and research – capable of searching data system to retrieve them upon request. Ability to accurately discern what the person is requesting.
- Assists the Town Treasurer in preparing financial statements for the township.
- Assist in preparing tax statements and collection of property taxes.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as delegated by the Clerk, Treasurer or Town Board.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.
- Reviews plans, budget estimates and other data relating to departmental program(s).
- Confers with the Town Chair or designee on administrative matters and policies pertinent to town business.
- Attends various other meetings as needed such as the Planning Commission.
- Work directly with other government agencies such as municipalities within and adjacent to the Town of Rock and Wood County, etc.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of relevant Town ordinances, policies, and procedures.
- Knowledge of Town's geography and various infrastructures.
- Ability to communicate effectively with other Town employees/boards and the general public.
- Ability to follow oral and written instructions.
- Skill in troubleshooting problems and taking corrective measures.
- Ability to work independently and as part of a team.
- Ability to respond quickly and decisively to emergency situations in absence of Town Clerk, Treasurer and Town Chair.

MACHINES, TOOLS, AND EQUIPMENT USED:

Standard office equipment.

MINIMUM REQUIREMENTS:

- No felony conviction.
- High school diploma or equivalent and some knowledge/skills related to government.
- Minimum valid Class D Wisconsin Driver's License with the ability to obtain a higher class if necessary.

SPECIAL QUALIFICATIONS:

A strong candidate possesses a strong sense of community, a service attitude is essential.

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

TOWN OF ROCK DEPUTY CLERK/TREASURER POSITION

Application materials required for this position include the following items:

- Cover Letter
- Resume

Send completed application materials to: Townofrockchair@gmail.com
or mail to:

Pete Winistofer – Deputy Clerk/Treasurer Application Materials
9962 Cary Rock Rd Pittsville WI 54466

Deadline for applications is 4:30 p.m., Friday, August 26, 2022

Any questions regarding the materials or hiring process should be directed to:

- Chairman Pete Winistofer
- E-mail: Townofrockchair@gmail.com

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment, or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations. I further understand that if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check, and employment reference checks. By my signature on this form, I hereby acknowledge that I have read and understood the above statements. Failure to sign application forms may result in rejection of your application.

Applicant’s signature: _____

Date: _____