

**Village of Pewaukee  
Job Description**

**Job Title:** Deputy Clerk  
**Department:** Administration  
**Reports to:** Village Clerk  
**FLSA Status:** Non-Exempt  
**Prepared Date:** September 2023

**GENERAL DEFINITION**

Performs intermediate skilled administrative support work conducting a variety of clerical and administrative duties in support of the Clerk and Treasurer. Work is performed under the moderate supervision of the Clerk and Treasurer with the ability to perform duties in the absence of the Clerk.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

1. Assist in administration of or lead administration of Election process in the absence of the Clerk including overseeing Village use of the Wisconsin Voter Registration System, voter registration, absentee ballots, creating contests and adding candidates in WisVote, care facility voting, preparation of poll lists, preparation of all election worker's Election Day supplies and paperwork, recruiting, training, scheduling, oversee election workers on Election day, payroll of election workers, purging of indefinitely confined voters, publication of election notices, reconciliation of election results in WisVote, and all other related duties.
2. Prepare and complete the municipal candidate process.
3. Process various Village Committee/Commission application submittals, prepare public hearing notices and distribute to affected property owners, guide applicants through the development review process, track development projects and applications; communicate with developers/applicants as necessary; process approved and signed Certified Survey Maps, conditional use permits and final plats for Village staff signatures, developer pick up, and subsequent filing with Waukesha County Register of Deeds.
4. Act as Secretary to the Plan Commission. Prepare agendas, attend meetings and transcribe meeting minutes.
5. Act as Secretary to the Board of Review. Prepare agenda, attend meeting and schedule hearings and transcribe meeting minutes.
6. Oversee administrative functions related to permits and licenses, including but not limited to, liquor, operator, coin, amusement, cigarette, chicken, dumpster, weights and measures, transient and dog licenses.
7. Maintain data and documentation for liquor licenses, prepare renewal packets for liquor license agents, publish renewal notices, run background checks on applicants, and create licenses after approval.
8. Assist in Code Compliance management including but not limited to property maintenance and complaints.
9. Process and submit burning permits to fire and police departments daily.
10. Oversee tracking and administration of Village vehicles and equipment, including applicable insurance and vehicle titles. Responsible for filing insurance claims regarding all accidents and property loss including all Village-owned buildings and contractor's equipment; completing and submitting claim forms to insurance companies, gathering photographs of any damage, managing repair estimates, and management of all claim documentation and paperwork; acting as a liaison between insurance companies, Village staff, and/or citizens to coordinate repairs, payments and updates on claim.
11. Principal Village liaison between citizens and other outside parties.
12. Complete open record requests in a timely manner.
13. Follow the General Records Schedule as adopted by the Village Board for the retention of all Village records.
14. In the absence of the Clerk, maintain all Clerk responsibilities including creating agendas and/or recording meeting minutes of various public meetings including but not limited to Zoning Board of Appeals,

Pewaukee Lake Advisory Board, Historic Preservation Commission, and the Sex Offender Residency Appeals Board.

15. Update and maintain the Village website and calendar on a daily, weekly, and annual basis.
16. Timely apprise the office of events, updates, or issues affecting staff and/or residents.
17. Assist in administration of cemetery operations and manage burials, monuments and questions as presented.
18. Customer service responsibilities in answering the phone and assisting customers at the counter, including Department of Public Works support and correspondence.
19. Serve as backup for Deputy Treasurer functions in their absence, including but not limited to, accounts payable process, daily deposit, processing of utility payments and customer account updates, and coordination and scheduling of meter changes.
20. Attend professional meetings and training sessions annually to stay current on job requirements.
21. Other duties as assigned by Clerk, Treasurer or Administrator.

### **SUPERVISORY RESPONSIBILITIES**

Supervision of poll-workers during each election or under the direction of the Village Clerk.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the statutory clerk functions and familiarity of treasurer functions.
- General knowledge of applicable laws, guides, policies, practices and procedures; not limited to alcohol compliance, elections and Village Municode.
- Knowledge of ordinances and ability to research ordinances, historical data and/or user manuals as necessary.
- General knowledge of Village boundaries and geography.
- General knowledge of Village operations and department functions.
- Skilled in creating standard business correspondence in relation to elections or public information.
- Intermediate knowledge of software including Microsoft Word, Excel, Publisher, Power Point, Zoom and Teams.
- Ability to learn and use the statewide voter software and specialized municipal software.
- Ability to use mathematical reasoning.
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.
- Ability to work as a team and independently on duties as necessary.
- Ability to work outside of the normal office hours for meetings and elections as needed.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent; moderate administrative experience; experience in a municipal office preferred, or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must become a notary public within one year. Municipal clerk's certification within three years of hire or as soon as training schedule allows.

### **LANGUAGE SKILLS**

Must be an excellent communicator (both written and verbal) in English.

### **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

### **REASONING ABILITY**

Ability to define and resolve problems and deal with a variety of situations in stressful situations.

Ability to use good judgment, work on a variety of tasks, plan work, establish priorities and delegate.

### **PHYSICAL DEMANDS**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **EQUIPMENT USED**

General office equipment including but not limited to: computer, telephone, cash register, adding machine/calculator, election equipment, copier, and YouTube studio.

### **WORK ENVIRONMENT**

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 essential functions. Valid Wisconsin Driver's License required for ability to attend offsite training, code compliance and to assist with election efforts.

The work of this job is generally performed in an office environment and will require working during non-business/regular hours as necessary.

**NOTE** The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of this job. This job description does not create an employment contract and is subject to change by the Village as needs of the Village and the Department change over time. The Village of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

DRAFT: 09/01/2023

APPROVED: 09/05/2023

09/05/2023