

**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

CITY CLERK

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Performs the duties of the City Clerk contained in the Wisconsin Statutes, Municipal Code, and as specified in this job description.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, cemetery deeds, or other documents requiring city certification. Catalogs and files city records.
- 1.2 Maintains voter registration files and WISVOTE.
- 1.3 Administers all City elections; prepares City election ballots and voting machine ballots for all offices; publishes election notices and facsimile ballots; prepares and distributes absentee ballots; provides information on polling place accessibility to state/federal.
- 1.4 Oversees the preparation and distribution of Common Council minutes, agendas, information packets, and confidential materials; ensures agendas are properly noticed; prepares and distributes all confidential materials.
- 1.5 Attends regular and special City Council meetings including closed session; oversees or performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- 1.6 Attends Plan Commission meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- 1.7 Publishes printed minutes, public hearing notices, and adopted ordinances.
- 1.8 Assists in preparing ordinances and resolutions; updates and maintains the Municipal Code.
- 1.9 Administers the issuance of various permits including parade, walk/run, and street closing permits; processes annexation and street and alley vacation requests.

- 1.10 Obtains, sorts and delivers incoming City mail and postages outgoing City mail; reports and downloads monthly postage.
- 1.11 Administers the issuance of municipal licenses, including fermented malt beverages, intoxicating liquors, operators (bartenders), tobacco, fireworks dealer, and various regulatory licenses as assigned, in accordance with applicable city ordinances and other regulations. Reports to State Department of Revenue on alcoholic beverage and tobacco licenses issued.
- 1.12 Administers the handling of property and liability insurance in coordination with the City's insurance agent, including maintaining insurance records, gathering and providing requested information to agent, and serving as City contact on claims activity.
- 1.13 Researches grant opportunities for the City; gathers required documentation and fulfills necessary requirements of various funding bodies to seek grants on behalf of the City.
- 1.14 Administers the annual Board of Review meetings, publishes required notices, and prepares minutes.
- 1.15 Certifies information for annual Statement of Assessment and TID Statements of Assessment.
- 1.16 Financial responsibilities include requesting allocations for the City Clerk, Elections Department, and Assessor; preparing budgets for functions related to the Clerk's office; purchasing election equipment/supplies and City Clerk office supplies.
- 1.17 Updates and maintains the City Clerk webpage.
- 1.18 Performs general clerical duties such as filing, word processing, copying, answering telephone, and counter work, as needed; drafts and prepares routine correspondence as requested.
- 1.19 Composes and edits a variety of correspondence, reports, memorandum and other material which at times includes confidential information requiring judgment as to content, accuracy and completeness.
- 1.20 Oversees Administrative Assistant II position including providing written and oral instructions, assigning duties and examining work for accuracy and conformance to policies and procedures.

Section 2. Peripheral Activities

- 2.1 Serve as a notary public.
- 2.2 Serves as liaison for Licensing Committee.
- 2.3 Serves on Emergency Management Committee as a backup.
- 2.4 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Wide range of intellectual and practical problem-solving; nonverbal communication; comprehension of abstruse concepts. Arithmetic calculations involving fractions, decimals, and percentages. Working knowledge of the principles and practices of modern records management techniques, including legal requirements for recording, retention and disclosure.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication; prepare deeds, contracts, leases, or mortgages; prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data. Ability to communicate effectively, verbally or in writing, with customers or general public for license applications, voter registration, petitioners, complaints; suppliers/vendors for supplies; Federal/State governmental or regulatory agencies for election results, statistics, reports, alcoholic beverage licenses issued, assessment; media to report election results, Council actions, City procedures, statistics, population. Ability to read, understand, and interpret complex statutes and other laws. Employee will be familiar with details of job to do it reasonably well within 1 year.

TOOLS AND EQUIPMENT USED:

Computer with word processing, database, spreadsheet, and payroll/budget programs; typewriter; telephone; calculator; copy machine; recorder; fax machine; voting machines; microphone system; and mail machine.

CONFIDENTIAL DATA:

Some Common Council closed sessions, where the discussion(s) may not be made public for reasons listed under Section 19.85(1), Stats. Confidential information on employees or job applicants.

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. Employee frequently stands; grasps; walks; holds; keyboards; uses repetitive movements; uses eye-hand coordination, hears; talks; uses the telephone; has contact with the general public/customers; works alone; climbs stairs. Employee occasionally drives motor vehicles; reaches; stoops, kneels, crouches or crawls; climbs ladders.

Employee must be able to lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

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

1. Associate Degree in business, human resources, or related field; or a four-year college degree in business, human resources, public administration or related field desired.
2. A minimum of three years of post-high school experience in office operations, excellent computer and report writing skills required, training to include Municipal Clerk and election seminars/webinars.
3. Municipal Clerks Certification, or ability to obtain within three (3) years.
4. Any equivalent combination of education and progressively responsible experience and training which provides the required knowledge, skills and abilities.
5. Valid Wisconsin driver's license.
6. Notary Public.

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 frequently exposed to noise from office machines. Employee is occasionally exposed to dirt when searching old records; temperature extremes and dampness when walking to the Post Office for mail and to make deliveries. Employee is exposed to significant work pace/pressure during election preparation and license renewals; many duties are statutory and mandatory and failure to perform these correctly or in a timely manner could subject the municipality to loss of revenue or costs of potential litigation.

POSITION ACCOUNTABILITY:

REPORTS TO: Administration Director.

SUPERVISION EXERCISED:

All election workers and the Administrative Assistant report to the City Clerk. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, helping to select new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, approving discipline, approving discharge, recommending salary increases.

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: 9/11/01

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