

**PENDING COMMON COUNCIL APPROVAL**

City of Black River Falls Job Description

**ADMINISTRATION**

**JOB TITLE: Deputy Clerk / Treasurer**

Department: Administrative  
Reports To: City Administrator  
FLSA Status: Full-time / Hourly / Non-Exempt  
Representation: None

**POSITION SUMMARY**

The Deputy Clerk/Treasurer is a full-time position that involves a variety of clerical and financial responsibilities in accordance with state laws and city ordinances. The Deputy Clerk/Treasurer is responsible for the performance of delegated clerk and treasurer duties in compliance with chapters 62.09(9) and 62.09(11) of the Wisconsin Statutes. This position requires knowledge of statutory and legal requirements in collecting taxes, conducting elections, processing licenses/permits, public hearings, ordinances, resolutions, working adeptly with public requests, performing office related duties, and other job-related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below 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 a logical assignment to the position.

- Compile, organize and post vouchers payable on an accurate and timely basis.
- Record and maintain cash receipts.
- Prepare bank deposits.
- Prepare and administer timecards and payroll processing.
- Enroll new employees in related benefit programs.
- Maintain payroll records
- Prepare all payroll reports including state and federal liability reports.
- Maintain personnel benefit hours and payroll changes.
- Perform bank and other account reconciliations
- Prepare and post accounting journal entries as needed
- Assist with the maintenance and administration of the City's web page and social media accounts.
- Answer in-coming calls, direct callers and provide information as required
- Greet the public and responds to inquiries from employees, citizens and others and refer them, when necessary, to appropriate persons/departments
- Accept applications, collect fees and distribute completed licenses: operator, cigarette, liquor, dog, etc.

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- Process applications, process payments / security deposits, and maintain calendars for park shelter rentals
- Assist in all aspects of elections including but not limited to: preparing and publishing notices, setting up and operating voting machines, training poll workers, conducting public tests, preparing and proofing ballots, registering voters, and conducting in-house voting
- Prepare and maintain absentee ballot documentation, logs, envelopes, and applications
- Assist with mobile home receipts and cemetery records
- Collect and properly document the receipt of payments for taxes, fees, and other charges
- Assist in distribution of meeting agendas and other supporting documentation
- Attend meetings and prepare minutes in the absence of the City Administrator

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or GED equivalent required
- Associate, Bachelor, or higher degree in accounting; public or business administration; or related field preferred
- Four or more years of previous office experience preferred
- Experience with government fund accounting preferred

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB**

**KNOWLEDGE:**

- Knowledge and understanding of Wisconsin State Statutes as they relate to the duties of a City Clerk and City Treasurer
- Knowledge of City ordinances
- Knowledge of City policies and procedures.
- Knowledge of Wisconsin election laws and procedures
- Knowledge of Wisconsin liquor licensing laws and procedures
- Knowledge of Wisconsin open meetings and open records laws
- Knowledge and experience with Microsoft Word
- Knowledge and experience with Microsoft Excel
- Knowledge of best practices in record keeping
- Knowledge of general computer operations
- Knowledge of general office and clerical activities

**SKILLS:**

- Effective communication with individuals at all levels of the organization including elected officials and the general public

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- Ability to effectively meet and deal with the public
- Ability to communicate effectively verbally and in writing
- Ability to handle stressful situations
- Ability to make mature judgments and not to discuss or disseminate confidential information with unauthorized personnel.
- Utilize effective communication skills; be polite, courteous and professional in manner
- Problem identification skills – identifying the nature of problems
- Social perceptiveness skills – being aware of other’s reactions and understanding why they react the way they do
- Critical thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active listening skills – listening to what other people are saying and asking questions as appropriate
- Judgment and decision-making skills – weighing the relative risks and benefits of a potential action

### ABILITIES:

- Documenting/Recording information – entering, recording, storing, and maintaining information in written, oral or electronic data format
- Resolving conflict, negotiating with others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with other workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating office equipment including, but not limited to, multi-line phone system, adding machine/calculator, copier, printer, scanner, shredder, laminator, fax machine, etc.
- Performing general physical activities – performing physical activities that require moving one’s whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs
- Establishing and maintaining relationships – developing constructive and cooperative working relations among city, county, state, and other agencies
- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent

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- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid driver’s license
- Wisconsin Notary Public or ability to acquire within 6 months of employment

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; push, pull, and carry objects.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This work environment is primarily an indoor, climate-controlled office with carpeted concrete floors and moderate to low noise level.

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This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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