Village Deputy Clerk

Department: **Administrative**
Reports To: **Village Administrator/Clerk**
FLSA Status: **Part-time; Non-Exempt**

Summary: Deputy Clerk acts on behalf of and in the absence of, the Village Clerk. Serves as first point of contact for residents and public inquiries. Work is performed in accordance with Village Ordinances and statutory law and requires the ability to work effectively and independently with the public and other officials.

Essential Duties and Responsibilities:
- Assist the general public in a professional and courteous manner. Respond to all incoming calls, emails, and correspondence in a timely manner and provide requested information.
- Receives, stamps and distributes mail to various staff members.
- Assist with scheduling of Board Room calendar, appointments and meeting dates.
- Serves as recording secretary for regular and special meetings; performs an accurate recording of the proceedings, preparation of the minutes; proper prescribed terminology, recording, indexing, and filing for the public record; distributes information as requested, including verifying that minutes are properly posted on the Village website.
- Assist Village Clerk with elections which may include; voter registration, voter record maintenance, absentee voting and in-person absentee voting.
- Prepare and publish public notices in accordance with Wisconsin State Statutes, including meeting agendas, bids and other advertisements, legal notices or public hearings, and special circumstances.
- Assists with assembly of exhibits, helps prepare agendas, of official meetings.
- Scheduling and recording of parks and picnic table reservation request.
- Performs Village Clerk's work in her/his absences.
- Prepares purchase orders and processes orders for office supplies for administrative offices.
- Provides administrative assistance to the Village Administrator/Clerk, Village Treasurer, Director of Public Works, Village President and Village Board as requested.
- Collects and records all monies received by mail and front counter.
- Assist with processing of various licenses and permits.
- Assist with collecting real estate tax payments.
- Attend training sessions as necessary to maintain current knowledge of duties.
- Assumes statutory responsibilities enumerated in sections 61.26 Wisconsin Statutes, and the Village Municipal Code.
- Such other duties as assigned.

Minimum Qualifications:
High school degree required with associate degree in public administration or business preferred. One to three years of municipal experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Successful candidates will be required to pass a background check and a drug screening as a consideration of employment.

Required Knowledge, Skill and Abilities:
Excellent oral and written communication skills are required, including the ability to relate to the Village Board, residents, public officials, attorneys and Village staff in a professional manner. Proficiency in Microsoft Office is required.

Selection Guidelines:
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Background check of local, state or federal authorities will be conducted for all applicants.

This is a non-union position. There are no benefits offered as a part of this position.

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 a 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.

The Village of North Hudson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.