

Calumet County Position Description

Job Title: Deputy County Clerk
Salary Level: Grade 5
Department: County Clerk
Reports To: County Clerk
FLSA Status: Non-exempt
Approved By: Salary and Personnel Committee
Approved Date: October 22, 2001
Updated By: Michelle L. Wright, Human Resources Manager
Updated Date: March 12, 2020

Summary Performs difficult and responsible office work involving a considerable degree of independent judgment and initiative. Assists the County Clerk in the discharge of the duties of the office. Performs related duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*
Maintains the office in the absence of the County Clerk.

Assists with the preparation and distribution of election materials; prints various election reports; enters data into the statewide voter registration system; and may be a member of the Board of Canvass for elections.

Serves as Receptionist for the Courthouse and explains departmental policies, procedures, and instructions in response to telephone or personal inquiries from co-workers and the public. Performs general clerical duties including, but not limited to preparing letters, memorandum, reports, agendas, and minutes; maintains manual records and computer records; maintains office supplies; and distributes and maintains forms.

Processes all incoming and outgoing mail of departments. Reconciles postage amounts per department; and prepares shipping docket and billing for UPS service.

Prepares marriage applications and licenses.

Collects and receipts revenues, deposits with Treasurer and maintains a variety of complex records, which may include bookkeeping accounts and statistics. Prepares and remits corresponding reports.

Provides clerical support to the County Board including preparation of County Board and committee agendas and minutes. In the absence of the County Clerk, takes minutes for County Board and for Committee meetings for which the County Clerk is Recording Secretary. Operates voting system as necessary.

Assists with the preparation, publication and distribution of the Official County Directory, and County Board Proceedings Book. Indexes County Board resolutions and ordinances and logs motions.

Registers County Board Supervisors for conferences and procures lodging, as required.

Maintains dog license receipts from municipalities and prepares dog settlement to municipalities annually.

Attends meetings, conferences and seminars as required.

Performs other duties necessary to carry out the responsibilities required of the County Clerk's Office as set by Wisconsin Statute.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Education and/or Experience

One year certificate from college or technical school in Administrative Assistant; two to three years related office experience and/or training; or equivalent combination of education and experience. Election experience is desired.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and take minutes. Good knowledge of business English, spelling and composition. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the County.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing, financial and spreadsheet software, and county and statewide data systems.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Thorough knowledge of current office practices and procedures. Ability to perform a variety of complex clerical tasks; and type and operate a variety of office equipment including an electronic mail machine.

Good knowledge of departmental programs, operations and policy with respect to general function performed; and record keeping required to maintain departmental records and ability to handle money accurately.

Ability to establish and maintain effective public and working relationships with County Board Supervisors, County departments, and the general public.

Ability to accept and exercise independent judgment with minimum supervision.

Good knowledge of organizational, analytical, and writing skills.

Other Qualifications

None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and peripheral vision and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.