

DEPUTY COUNTY CLERK

FUNCTION OF THE JOB

Under direction of the County Clerk, oversees all day-to-day operation functions; administers the County's election process, handles all accounting duties, assists in budget preparation and monitoring, supervises, and participates in the marriage license and passport program; maintains the record keeping system; acts as an office holder and is delegated to serve in the full capacity and with full authority for all statutory duties of the County Clerk in the absence of the County Clerk; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Administers the County's election process for federal, state, and municipal entities and school districts including the preparation and distribution of ballots, the publication of legal notices, and the tallying of election results.
2. Administers the State's dog license program, the issuance of marriage licenses, accepts passports applications, and maintains a record of the monies received.
3. Develops and implements office policies and procedures for the efficient operation of the office.
4. Assists the County Clerk in taking minutes at all County Board meetings.
5. Develops and maintains a filing and recording system for the minutes and records of all County Board meetings.
6. Publishes all approved County Board meeting minutes, ordinances, and actions and oversees the preparation of the annual Proceedings of the County Board and the Directory of Public Officials as required by State Statute.
7. Supervises the maintenance of records on all monetary transactions performed by the office of the County Clerk.
8. Serves as a representative of the Office of the County Clerk at public gatherings, committee meetings, and other public forums.
9. Assists in public and media relations by responding to inquiries, resolving complaints, and providing information related to the activities and services of the office.
10. Assists in the selection of new employees, supervises, assigns, trains, and evaluates the work of the staff and handles personnel issues of the staff.
11. Assists in the preparation and management of the department budget, including making projections for revenues and expenditures and monitors the budget, strategic plan, and business continuity plan.
12. Establishes and maintains effective working relationships with staff, elected officials, State and County officials, County departments, school districts, and the public.
13. Serves as the legal custodian of all documents filed with the County Clerk's Office in accordance with Wisconsin State Statutes.
14. Oversees, coordinates, and monitors the implementation of automated systems and programs used by the County Clerk's Office.
15. Maintains prompt, predictable, and regular attendance.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of government elections process.
2. Thorough knowledge of County Board procedures and rules, and the Wisconsin State Statutes as they apply to the County Clerk's office.
3. Thorough knowledge of departmental programs, operations, and policies with respect to general

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- functions performed.
4. Thorough knowledge of modern office practices, procedures and equipment.
 5. Comprehensive knowledge of bookkeeping, cash management, and internal control procedures and practices.
 6. Considerable knowledge of modern fiscal management practices, procedures and methods.
 7. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
 8. Working knowledge of the capabilities, uses, and requirements of computer hardware, software applications, and related equipment.
 9. Ability to develop and implement office policies and procedures and evaluate their effectiveness.
 10. Ability to carry out special and general assignments requiring organization of materials and development of procedures without direct supervision.
 11. Ability to communicate effectively verbally and in writing with department heads, elected officials, and the public.
 12. Ability to exercise judgment and discretion in the application and interpretation of fiscal management policies and regulations.
 13. Ability to make decisions in accordance with rules, regulations, and County policy.
 14. Ability to plan, organize, supervise, and evaluate the work of others.
 15. Ability to establish and maintain effective working relationships with staff, elected officials, State and County officials, County departments, school districts, and the public.
 16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. A. Graduation from a recognized technical school with an associate's degree in business, accounting, finance, or a closely related field.

AND

- B. Three (3) years of work experience in bookkeeping, accounting, banking, investment, financial, or cash management, municipal clerk, or deputy clerk, or a closely related field.

OR

2. Graduation from a recognized college or university with a bachelor's degree in business or public administration, accounting, finance, or a closely related field.