

## **JOB DESCRIPTION**

### **DEPUTY CLERK**

(Revised 08/09/2011)

#### **General Purpose:**

Performs routine clerical, administrative and data processing work in the area of utility billing and records, municipal court, and dog and cat licensing. Updates local cable access channel. Collects receipts and processes customer inquiries.

#### **Supervision Received:**

Works under the supervision of the Administrator. Receives direction/guidance from the Clerk-Treasurer. May also receive direction from the Director of Public Works.

#### **Supervision Exercised:**

None

#### **Essential Duties and Responsibilities:**

##### **Utility Billing and Records:**

- Maintain water meter reading books, updating customer and meter information as required.
- Update utility billing system, requesting final readings and preparing final bills, as necessary, on change of ownership/residents.
- Prepare quarterly water/sewer bills, including all required reports, and prepare the bills for mailing. Prepare quarterly bills for private fire protection and un-metered service.
- Collect and post receipts on a daily basis, printing the required reports and preparing the daily deposit.
- Prepare past due notices and assist the utility personnel in the collection of the past due accounts.
- Receive telephone calls and citizen inquiries concerning utility billing and services.
- Maintain meter records and other data bases required to comply with Public Service Commission regulations.
- Schedules meter changes and provides schedule to Utility personnel.

##### **Municipal Court:**

- Receive citations from Sheriff's Department, enter into computer system, and file for future reference.
- Collect all payments on citations; maintaining records of payments received. Post payments to computer system.
- Prepare court docket and attend court sessions, keeping an accurate record of the disposition of all cases.
- Schedule pre-trial hearings with the village attorney providing the attorney with the available records.
- File all necessary reports with the state and county agencies including, but not limited to, suspensions/revocations of licenses and registrations, activity reports, monthly statement of receipts.
- Prepare and mail all correspondence required for the non-payment of fines and forfeitures, disposition of cases or at the direction of the judge or the village attorney.
- Prepare monthly settlement of court activity, including the preparation of the dispersal checks for signature.
- Prepare monthly activity reports for the Police Commission.

- Attend meetings of the Police Commission, taking and preparing the minutes for the commission, as well as doing any follow-up letters and phone calls as directed by the commission.
- Prepare bank deposits and maintain checking and savings account.
- Receive all inquiries regarding court activity.
- Maintain village bond schedule, referring any necessary changes to the police commission.
- Maintain office equipment and supplies in the Sheriff's Department Union Grove office.

**Dog & Cat Licensing:**

- Maintain local listing of licensing for dogs and cats, providing a copy to the Sheriff's Department and Humane Society.
- Prepare and mail quarterly and final reports to the Racine County Clerk's office.
- Prepare and mail notices regarding unlicensed animals.
- Maintain records regarding rabies shots on licensed animals.

**Local Access Channel:**

- Enter information to be displayed on the local access channel.
- Set DVD/VCR to play tapes of Village Board or other meetings and videos as requested.

**Peripheral Duties:**

- Attend meetings as required by the Village Board and any of the committees and commissions associated with the Village.
- Receive payments and enter same into the cash register. Check drop box at old location. Balance cash drawer on a daily basis.
- Collect tax payments.
- Sort daily mail and maintain contact with the post office regarding current postal regulations.
- Answer over-the counter inquiries and complaints, where possible, or refer customers to the appropriate official.
- Prepare weekly time cards and sheets for the union employees.
- Maintain calendar of dumpster usage and notify contractor of schedule.
- Maintain schedule of park rentals, and send confirmation letters.
- Keep calendar for use of Community Room, and collect fees for same.
- Provide the main contact for the recycling program regarding customer questions and interface with the contractor.
- Maintain mobile home tax records including the mailing and tracking of the lottery credit forms, forwarding changes to the assessor, and upon receipt of updated information, mailing copies to the mobile home and park owners.
- Keep and update a village resident/business list with addresses and phone numbers, providing copies to staff, building inspector and fire department.
- Other duties as are assigned.
- Issue absentee ballots and register new voters
- Maintain and order all office supplies.
- Provide assistance to Recreation Department by making copies of registration forms, updating display area and registering participants for recreation programs.

**Desired Minimum Qualifications:**

**Education and Experience:**

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, computers, accounting and bookkeeping, and one (1) year of data entry or other office work experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.

Ability to enter data accurately; ability to establish effective working relationships with employees and supervisors; ability to work efficiently; ability to work with the public.

**Tools and Equipment Used:**

Personal Computer, copy machine, 10-key calculator, typewriter; video cassette recorder, cable channel access equipment.

**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 frequently required to sit and stand; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or moved up to 30 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

**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 stations of duties dose 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.