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**JOB DESCRIPTION**  
**Office Manager/Deputy Clerk**  
**July 22, 2022**

**Employee Payroll Status** Non-Exempt from Overtime pay.

**Summary**

The employee shall be supervised by the Town Clerk and Treasurer. Work responsibilities include the data entry of official municipal documents, issuance of dog licenses, assistance to Town Treasurer with tax collections, and assistance to Town Clerk for election duties within the Town.

Work involves extensive public contact in collecting and providing information to Town residents and various officials. Work must be performed in accordance with all applicable laws. Work requires initiative, judgment, and the ability to work effectively and independently.

**Scope of Responsibility**

Provide administrative support for the Clerk/Governance Manager, Treasurer/Personnel Manager, and Building Inspector.

**Typical Duties**

Answer and disseminate incoming calls during hours worked.

Provide counter support to residents.

Issue, and record dog licenses; work with Dane County Sheriff's Deputy to contact residents who do not have a required dog license.

Coordinate and administer reservations for Town Board Room, Town Baseball and Soccer Fields, and all Park Shelters. Provide updates to Town Crew for posting of reservations at shelters.

Track and disseminate chip requests from residents to Town Crew.

Record all public Notices and Articles.

Prepare, maintain, and reconcile absentee voter records for the Clerk.

Enter and file all voter registrations for the Clerk.

Assist with the preparation, edit, and coordinate printing of periodic Town Newsletter.

Maintain newsletter address list.

Purchase and maintain inventory of office supplies.

Update and maintain accurate calendars of Town activities. (Garbage collection, Town Board and Commission Meetings, etc.)

Administer website modifications and updates, generally on a weekly basis, including request for changes to the subscriber list.

Send email communications to the Town's subscriber list.

Maintain filing system for Town.

Assist with preparation of Board and Commission meeting packets.

Under the oversight of the Clerk, coordinate and maintain Town ordinances and resolutions.

When assigned, distribute staff mail daily, assuming responsibility for appropriate mail requests.

Participate in training activities to build relevant skills.

Support requests for form enhancements and changes from a variety of sources.

Monthly Town evening meeting and possible Saturday training sessions for elections.

Attend and take minutes for Plan Commission and Public Works & Town Services Committee meetings.

Drive to locations in order to post public notices of meetings.

Other duties as assigned by the Clerk and Treasurer.

### **Knowledge of:**

Modern office procedures, methods and equipment including computers and Microsoft Office (Word, Excel, and Publisher) and basic website editing software.

### **Abilities**

Prepare and maintain spreadsheets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to prioritize and follow up on tasks to meet deadlines.

Ability to learn and access the WisVote voter database system to assist the Clerk.

Ability to communicate effectively in a busy, multi-task environment. Organized and detail oriented with ability to interact positively with members of the public. Must have good verbal and written communication skills.

## **Working Environment**

All work takes place in an ordinary office environment and requires:

- sitting for prolonged periods of time;
- extensive use of a computer keyboard and mouse;
- extensive communication in writing, on the phone, and by electronic means;
- consistent use of time management skills;
- driving to other locations periodically;
- periodic ability to flex schedule based on need for coverage.

## **Qualifications**

Possession of a 4-year degree and/or equivalent professional experience performing office work.

Ability to communicate effectively with the public in a busy, multi-task environment. Must have good verbal and written communication skills.

Municipal and/or Paralegal or legal assistant experience desired.

Must be eligible to be appointed as a Deputy Clerk if deemed necessary or appropriate by the Clerk and the Town Board.

Must have and maintain a driver's license and an acceptable driving record as determined by the Town.

*The Town of Middleton is an Equal Opportunity Employer and assures equal employment opportunity based on ability and fitness to all individuals regardless of protected class, including disability. Reasonable accommodations will be made to individuals with disabilities to the extent required by law.*