

Job Opportunity

Clerk - Village of Park Ridge - Portage County, Wisconsin

The position will be open until filled.

About the position:

The Village of Park Ridge seeks a skilled, dedicated, conscientious and self-motivated individual to fill the position of Village Clerk. This is a part-time position, approximately 20-30 hours per week, with occasional evening hours to support Village board and committee meetings.

The Village Clerk is the primary employee of the Village and reports to the Village Board. The Clerk works closely with the Village Board, Portage County and neighboring jurisdictions. The work is done on-site at the Village Hall, but a flexible work schedule may be arranged with Village board approval.

Requires a minimum high school degree. Previous experience in a field relating to office management, accounting/bookkeeping (QuickBooks), or clerical training is a plus and/or being willing to be trained in any of these fields. Previous experience in municipal government or clerk's office is preferred. Candidates should possess excellent communication and computer skills (including Microsoft Office).

The Clerk responsibilities are outlined in sec. 62.09 (9), (11) of Wisconsin Statutes. The Village will require Wisconsin Certified Municipal Clerk designation within a reasonable period of time after hire and appropriate funds and time for professional development will be provided by the Village. As soon as reasonably possible after hire, the clerk shall receive the required training and certification for use of the WisVote election administration software.

The Village Clerk will be paid \$23-\$28 per hour, dependent on qualifications and prior experience. The Village is offering a monthly stipend towards benefits (to be used towards health insurance/retirement). Paid time off is also provided. Please note that paid time off (PTO) may not be taken during the Election cycle without full board approval. Elections take place either 2 times per year in odd years (February and April) or 4 times per year in even years (February, April, August, and November).

Send resume with three references and cover letter to employment@vi.parkridge.wi.gov

About the Village:

The Village of Park Ridge, incorporated in 1938, is a small community located adjacent to the city of Stevens Point in Portage County, Wisconsin. Known throughout the area for its quiet neighborhood atmosphere with over 530 residents, the Village also has a thriving commercial district along the Highway 66 corridor hosting more than 50 businesses. The Village is in close proximity to other important area institutions-- within blocks of the region's largest grocery store (Metro Market), Washington Elementary School, P.J. Jacobs Junior High School, and St. Michael's Hospital.

For more information, go to <https://vi.parkridge.wi.gov>

VILLAGE CLERK DUTIES

- Ability to multitask and work independently, after training has occurred (with current Village Clerk and Treasurer)
- Attention to time-sensitive responsibilities
- Election Administration pursuant to the Election Law & Administration in Wisconsin Manual
- Prepare & Post Agendas and Minutes
- Attend Meetings of the governing body and/or its committees to take minutes
- Ability to maintain confidentiality
- Publish all applicable Legal Notices in Newspaper, on Village website, on board outside of the Village Hall, etc. as needed
- Maintain the Village Website
- Answer or direct village resident questions and concerns (email, phone call, etc.)
- Maintain required records and legal documents
- Respond to Open Record Requests
- Assist with Property Tax Preparation as needed
- Assist with Ordinances, Resolutions, and Amendments as needed
- Publish Vendor Contracts & Proposals (RFPs) as needed
- Assist with annual Santa Visit arrangements as needed
- Licenses & Permits:
 - Liquor, Operator, Tobacco, Dog, Bicycle, Building & Zoning

- Pay village bills on a bi-weekly basis
- Enter payroll on a bi-weekly and quarterly basis
- Contribute to annual budget process with the Village Board

- Work with QuickBooks, including but not limited to:
 - Budget
 - Accounts Receivable
 - Accounts Payable
 - Bank deposits
 - Payroll
 - Payroll Taxes
 - Treasurer Reports