



Position: Deputy City Clerk
Department: Clerk's Office

Unit: Non-union
FLSA Status: Non-exempt

Summary Description

Under supervision of the City Clerk, performs a variety of complex, responsible, and confidential administrative duties requiring a thorough knowledge of organizational procedures and precedents.

Supervision/Accountability

This position is accountable to the City Clerk; has no supervisory duties with the exception of student interns and supervision over election workers delegated by the City Clerk.

Major Duties/Essential Functions

Take and transcribe notes as required by the City Clerk, Mayor and Common Council and from various meetings. Compose and type general correspondence, memos, minutes of various committee meetings, agendas, notices, transcripts from meetings, ordinances, resolutions, proclamations, and Council reports. Prepare Council agendas, make photocopies of correspondence and agenda items for the Common Council and department heads, as required, and type Common Council and closed session minutes. Ensure posting in appropriate locations and proper media distribution. Ensure publication of minutes, legal notices, ordinances, appropriate resolutions and required notices. Attend Council meetings and closed sessions as needed.

Publish bid notices for engineering projects and other purchases, return surety bonds and bid bonds to contractors according to policy. Conduct bid openings as required. Publish notice in local newspaper of all public hearings.

Process confidential documents and correspondence for Clerk, Mayor, and Common Council. Serve in City Clerk capacity during Clerk's absences or as designated, including authorization to sign official documents.

Assist with insurance risk assessment and renewal questionnaire. Maintain insurance coverage and notifications of all City vehicles. Process claims applicable to City's automobile and general liability coverages. Assist with City's property insurance and contractor equipment coverage.

Manage alcohol beverage licenses. Prepare license renewal materials for alcohol beverage related establishments. Type renewal notice for publication in the paper. Handle the licensing process by notification, assistance with license forms, license preparation, distribution, department approvals, and monitoring. Prepare License Committee agenda and supporting documents, attend License Committee meetings and prepare minutes and Council reports. Assist Police Department with license compliance issues. Prepare yearly submittal to State of licensed establishments.

Administer Adult Entertainment, Amusement Operator / Device, Bartender, Cigarette/Tobacco, Dance Hall, Dog Kennel, Landfill, Mobile Home Park, Secondhand Article/Jewelry Dealers, Transient Merchant applications and license requests. Prepare yearly renewal notification, assistance with license forms, license preparation, inspection and department approval, distribution and monitoring.

Prepare bond document preparation.

Responsible for recording required documents with Milwaukee County Register of Deeds office.

Greet the public at the counter, answer the telephone, and resolve general questions or forward to the appropriate department; research and investigate specific questions and problems as assigned.

Assist City Clerk in establishing poll worker duty schedules, prepare election correspondence, notify poll workers of election assignments, assist with supply lists, briefing session. Assist City Clerk in poll worker training. Administer Testing of election machine equipment. Prepare and publish all election notices. Set up election in State election software program. Process voter registration and absentee ballot. Print election poll books. Prepare election tally sheets.

Minor Duties/Responsibilities

Prepare agendas for Police & Fire Commission, Small Claims and License Committee agendas. Assist with preparation of Celebrations Commission and Water & Sewer Commission agenda preparation, administration, and distribution. May also attend various committee meetings, if necessary, take and transcribe minutes as required.

Resolve problems and questions presented by other staff regarding work procedures, policies, organization or methods.

Responsible for Easement assignment.

Handle special assessment public hearing process and follow-up.

Assist with yearly auditor requests.

Responsible for notification to other City department of any violations of City ordinances or regulations not in the primary area of responsibility of this position.

Responsible for transfer of electronic file data into Laserfiche. Conduct all vault filing, including resolutions, ordinances, legal opinions, agreements, easements and prepare cross-references for numerous documents. Prepare and place appropriate information on City's web site. Process subdivision plats and maintain plat files.

Maintain yearly Certificate of Insurance records.

Monitor hotel/motel tax reporting.

Responsible for ordering of City-wide stationary, business cards and envelopes.

Provide notary services for City documents.

Knowledge

Modern office methods and procedures, equipment and filing systems; business letter and report-writing techniques; proofreading; statistical and record-keeping principles and procedures.

Skill/Ability

Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Performing responsible administrative and clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organization policies, laws, rules and regulations, taking responsibility for the compilation and organization of reports; composing correspondence on own initiative. Skilled with word processor, typing accurately at a speed of 65 words per minute; making math calculations with speed and accuracy. Able to meet the public tactfully, and courteously answering questions in person and over the phone. Ability to research and obtain pertinent information through various resources. Ability to use personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned. Ability to understand and apply principals of personal computer input and output capabilities.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in word processing, supplemented by diversified office experience, and an associate or similar course work from an accredited business school/college, and five (5) years increasingly responsible administrative or municipal government experience. Certified Municipal Clerk (CMC) status a plus.

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 required to sit, talk, and hear. The employee is required use of hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator's license preferred. Must be able to hold office of Notary Public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
City Clerk

Revision History:
April 1, 2020
September 20, 2016