



**OAKCREEK**  
— WISCONSIN —

**Position:** City Clerk  
**Department:** Clerk's Office

**Unit:** Non-Union  
**FLSA Status:** Exempt

### **Summary Description**

This is an appointed position with a variety of records administration and statutory duties and is responsible for completing established City administrative, financial and clerical objectives and activities and administering the City's flow of information.

### **Supervision/Accountability**

This position is accountable directly to the City Administrator and has supervisory duties for all positions within the Office.

### **Major Duties/Essential Functions**

Supervise preparation of the agenda for Common Council meetings; carry out directives of the City Administrator and Common Council; send out necessary correspondence; attend Common Council meetings and record minutes. Announce public hearings. Prepare ordinances, resolutions, proclamations and Common Council agenda reports as needed.

Prepare and maintain fee and charges schedule to be reviewed annually by the Common Council before budget discussions and update as necessary, upon approval by the Common Council.

Supervise the maintenance of records of all Council minutes, proceedings, ordinances and resolutions, board/commission activities and City correspondence, and channel correspondence to the appropriate departments. Serve as official records custodian; work with department staff and department heads to ensure retention of required records. Review and sign official City documents.

Supervise information going to the city's website related to the Office.

In conjunction with the Finance Director/Comptroller and City Treasurer, supervise the investment of surplus funds of the City on an as-needed basis; analyze investments in accordance with City policy and State Statutes; transfer funds to or from investment status.

Participate in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product. Participates in planning for each budget year by updating and filing goals and objectives and proposed expenditures; approves all purchase orders originating within the department; monitors and controls all financial transactions within the department.

Manage and supervise assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Evaluates work performance of subordinates; prepares perfor-

mance evaluations. Has the authority to effectively recommend termination, suspension, transfer, promotion, discipline or discharge of supervised employees. Recognizes positive job performance and reports the same with recommendations for recognition.

Administer the posting and publication of notices in conformance with Open Meetings and Open Records laws. Advise and train boards/commissions and City staff on open meetings responsibilities. Respond to Open Records requests. Resolve questions from the public regarding the City Municipal Code.

Administer the election process for all primary, regular and special elections in accordance with statutes. Coordinate the pollworker appointment process with major political party representatives; conduct election training sessions for all pollworkers prior to each election. Oversee the operation of all voter registration-related and Statewide Voter Registration System (SVRS) procedures. Tabulate and certify votes and conduct Board of Canvass. Ensure Chief Inspectors are recertified for each two-year cycle.

Responsible for submitting the Tax Exempt Properties report in even numbered years; oversee the process and answer questions; work with Assessor's Office to determine current list of tax-exempt properties.

Responsible for Underground Storage Tank (UST) reporting; work with Streets, Parks and Forestry Superintendent to gather all required information, calculate the Worksheet for Municipal Financial Test and ensure deadline for submittal to Wisconsin Department of Commerce is met.

Serve as the Clerk of the Board of Review; administers and organizes the Board of Review process, including required notices and postings, ensures members are certified as required, attends and documents Board of Review proceedings, updates assessment roll; submits final assessment roll (Statement of Assessment) and Statement of Assessment for each TID upon completion of the annual Board of Review.

Prepare annually at least one realistic, achievable objective that will improve the operations for each of the department's divisions.

### **Minor Duties/Responsibilities**

Serves an active role as a member of Emergency Operations.

Serves as an ex-officio member of the Finance Committee.

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

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

Assists in the processing of insurance claims for all City non-health insurances.

Supervise the licensing process for all required licenses. Attend License Committee meetings as

needed and assist the committee in regularly monitoring fees, applicability of licenses, and code requirements.

Administer oaths of office to elected and appointed officials and personnel; notarize documents for the City.

Conduct historical research and investigations as needed; handle special assignments for the Council and City Administrator as needed.

Serve as Clerk of the Board of Review; attend and document Board of Review proceedings and update assessment roll; submit final assessment roll to State.

Conduct public bid openings; maintain fixed assets records of City-owned land and buildings.

in conjunction with Finance Director/Comptroller and Treasurer, prepare and process Requests for Proposal for auditing, banking, and collection services as needed. Prepare Requests for Proposal as needed for other miscellaneous City services.

Serve as backup to department staff in handling incoming telephone calls and counter inquiries. Custodian of the City seal; assist Treasurer's Office as needed.

Attend meetings and training seminars to maintain current knowledge of state and federal regulations and requirements.

### **Knowledge**

Extensive knowledge of numerous chapters of the Wisconsin State Statutes and general familiarity with all other statutes. Extensive knowledge of numerous chapters of the Oak Creek Municipal Code and general familiarity with all other chapters of the code. Knowledge of modern office methods and procedures, equipment and filing systems; business letter and report-writing techniques; proofreading; statistical and record-keeping principles and procedures. Knowledge of accounting principles.

### **Skill/Ability**

Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to apply supervisory principles, performing responsible work requiring independent and analytical judgment with speed and accuracy; interpreting, and applying organizational policies, laws, rules and regulations, taking responsibility for the compilation and organization of reports; composing correspondence; ability to research and analyze cost, wage, benefit and billing computations; making complicated arithmetic calculations with speed and accuracy; meeting the public tactfully, and courteously answering questions in person and over the telephone. Ability to research and obtain pertinent information through various resources. Ability to communicate effectively with the public, elected officials, vendors and City staff on matters requiring considerable discretion and knowledge. 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 principles of personal computer input and output capabilities.

### **Education/Experience**

Any combination equivalent to education and experience that provides the preferred knowledge and

skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in management/supervisory principles, communication skills and computer usage, supplemented by diversified office experience and progressive management responsibilities. An associate degree from an accredited college/university and/or five (5) years office management responsibility, along with working knowledge of government is preferred.

**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 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**

Requires possession of a valid Wisconsin Motor Vehicle operator’s license and willingness to use own transportation in the course of performing required duties. Evidence of personal motor vehicle liability insurance is required. Must hold office of Notary Public. Attainment of Certified Municipal Clerk designation is desirable.

*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 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

**Revision History:**  
April 1, 2020  
March 30, 2012