

TOWN OF COTTAGE GROVE
4058 County Road N
Cottage Grove, WI 53527

POSITION DESCRIPTION

Title: Office Assistant/Deputy Clerk
Department: Town Office
Location: Town Hall

POSITION OBJECTIVES

The Office Assistant/Deputy Clerk assists and backs-up the statutory duties of the Clerk as provided in section 60.33, WI Stats., and other related statutes, and other duties and projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Clerk, the Office Assistant/Deputy Clerk will perform general receptionist duties and office support functions, respond to customer inquiries and information requests, and other essential functions related to maintaining public records, preparation of agendas and minutes, conducting elections, issuing permits and licenses. In the absence of the Clerk, the Office Assistant/Deputy Clerk will serve as a backup for taking of meeting minutes, payroll and financial functions, and other special projects as assigned.

GENERAL QUALIFICATIONS

The Office Assistant/Deputy Clerk must be bondable according to State Statutes and able to obtain a notary public certification. A criminal background check will be required. The Office Assistant/Deputy Clerk must take and file the official oath and bond as provided in section 60.31, Wis. Stats.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate a wide range of office equipment and software applications.
- Working knowledge of modern office practices and procedures
- General knowledge of bookkeeping and accounting practices
- Good organizational skills
- Ability to perform cashier duties accurately
- Ability to communicate effectively verbally and in writing
- Ability to meet and deal with the public in a respectful, professional and impartial manner, provide exceptional customer service, and keep a professional demeanor during stressful encounters with the public
- Ability to work under deadlines with competing priorities.
- Ability to follow complex oral and written directions making decisions in accordance with laws and regulations and established procedures.

TOOLS AND EQUIPMENT USED

Phone system, computer including word processing, spreadsheets, database, website content management and social media applications, multifunction copier/scanner/fax machine.

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 talk and hear. The employee is occasionally required to walk and stand; use hands to 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.

Deputy Clerk Job Description (Continued)

WORK ENVIRONMENT AND HOURS

The work environment characteristics are representative of those an employee encounters while performing office and customer service-related tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

The Office Assistant/Deputy Clerk will work two or three weekdays per week from 8:00 a.m. to 12:30 p.m. (9.0 to 13.5 hours per week) in a job-share position with another individual. Days of the week are negotiable and flexible as long as one of the two is always on duty. The Office Assistant/Deputy Clerk is expected to work additional hours if needed to complete the required duties, especially during election seasons.

The Office Assistant/Deputy Clerk is expected to attend evening meetings in the absence of the Clerk, or as directed by the Town Board. Compensatory time may be granted during day-time hours within the same week any evening meeting attendance is required, depending upon workload.

COMPENSATION AND BENEFITS

Rate of pay to be determined by the Town Board. Overtime to be paid in the pay period earned. Completed time cards will be given to the Town Chair, with paychecks issued biweekly on Friday.

Benefits will be provided according to the Town of Cottage Grove Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

INTRODUCTORY PERIOD

Six months.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check. The duties listed above are intended 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 positional 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.