

VILLAGE OF CALEDONIA
DEPUTY VILLAGE CLERK/ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Provide assistance and support to the Village Clerk in carrying out the functions of that position. Also provides clerical and general office support for various Village departments.

ESSENTIAL JOB FUNCTIONS:

DEPUTY VILLAGE CLERK DUTIES AND RESPONSIBILITIES

- Provide coverage for the Village Clerk, in the Village Clerk's absence, at necessary Village Board meetings and all other meetings.
- Perform necessary functions of the Village Clerk's office during the Clerk's absence.
- Create, distribute and post all meeting notices. Prepare meeting agendas and packets for Village Board and various committees and commissions.
- Provide assistance with elections – register voters, maintain voter records in WisVote. Transfer necessary information to Racine County. Prepare/mail/record absentee ballots, assist in preparing all absentee ballots for nursing homes, aid in the Public Test for all elections, assist in Board of Canvas if necessary, and assist with election worker training.
- Assist with all aspects of licensing including applications, preparation and issuance of all licenses.
- Attend Planning Commission meetings to take minutes.
- Attend other assigned Committee meetings to take minutes.
- Provide assistance with various types of Public Hearings (i.e: special assessments, ordinances) – prepare documentation, information, mailings, etc.
- Provide assistance with preparation of various required reports.
- Assist in tax rolls preparation relating to special assessments and special charges.
- Assist with the Board of Review process.
- Assist in the process of Ordinance and Resolution creation, signing, publishing, and maintaining files, etc.
- Maintain and update committee and commission lists as needed.

- Maintain and update Village website: i.e., meeting agendas, minutes, Village Clerks page, News page.

ADMINISTRATIVE ASSISTANT DUTIES AND RESPONSIBILITIES

- Provide switchboard coverage and any other necessary duties required in the absence of the receptionist.
- Perform clerical and administrative functions such as preparing letters, memos, reports, record keeping and filing, for departments as requested.
- Provide documentation, information, and assistance to citizens and others as required.
- Coordinate the acquisition of office supplies. Maintain office equipment (i.e. copier and FAX machine).
- Maintain office files and records. Copy and distribute information as needed.
- Post, receive and distribute incoming/outgoing letters and parcels.
- Provide assistance to Village Administrator as required.
- Perform additional duties as required.

SUPERVISION RECEIVED:

- Receives direction from the Village Clerk. Deputy Clerk may also occasionally receive general direction from the Village Administrator and applicable Department Managers.

QUALIFICATIONS:

- High School Diploma or GED required. 2+ years of Clerical or Administrative experience required. Advanced education preferred. Government experience is a plus.
- Computer literate, familiar with Microsoft Word and Office required. Experience with WisVote and JMaul preferred.
- Knowledge of calculators, typewriters, copiers, fax machines, postage meters and other standard office equipment.
- Ability to maintain confidentiality of documents, records and communications.
- Accuracy with numerical calculations required.
- Adept to learning new skills, capable of handling a number of assignments at one time and the ability to meet guidelines in a timely and efficient manner.
- Ability to assess assigned tasks and take appropriate action based on standard procedures.

- Ability to work well with others and work independently.
- Possess a pleasant personality. Dependable and punctual.
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This 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.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised 8/8/17