

# CLERK I

## GENERAL NATURE OF POSITION

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The Clerk I is responsible for day-to-day clerical, secretarial, and customer service functions for the Village of the Somers. The Clerk I is responsible for maintaining excellence in customer service. The Clerk I must demonstrate strong skills in listening and adaptability. The Clerk I performs a variety of confidential and complex clerical, administrative and technical work to assist the Village/Town Clerk/Treasurer. This position reports directly to the Village/Town Clerk/Treasurer. This is a full-time, non-represented, salaried, and exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Answer central telephone system, supply information to callers, and/or directs phone calls to appropriate department.
- Greets visitors; answer questions and complaints in a tactful, helpful manner.
- Record incoming complaints and comments.
- Makes appointments and reservations as required.
- Assist the Village/Town Clerk/Treasurer with the maintenance of the Wisconsin election management and voter registration system including processing voter information, fulfilling absentee ballot requests, and other election related duties.
- Serves as back-up for Utility Clerk.
- Write and edit documents.
- Assists the Village/Town Clerk/Treasurer with the processing of various licenses and permits including, but not limited to, alcohol beverages, cigarette, direct sellers, dogs, cabaret, amusement, and burn permits.
- Handles annual licensing, monthly billings, and maintenance of the database for mobile homes and mobile home parks.
- Purchases and maintains inventory of supplies for office.
- Receipt payments in cash receipting system, pet license system, and property tax systems.
- Balances daily cash transactions.
- Format and update license applications.
- Pick up mail at Post Office, sort and distribute mail.
- Assists the Village/Town Clerk/Treasurer with the maintenance of both physical and electronic files for all Village/Town records.
- Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested.
- Assist the Village/Town Administrator and Village/Town Clerk/Treasurer with the preparation and distribution of agenda packets.
- Complete assignments as directed by the Village/Town Administrator and Village/Town Clerk/Treasurer.

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public certification within 6 months.
- Completion of the WisVote Certification within 6 months.
- Valid Driver's License.

#### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED equivalent; Associate Degree in Administrative Assistant, or related field is desired.
- Two years of relevant work experience, including cash handling is required.

#### **SKILLS AND ABILITIES:**

- Conducts oneself in a matter which promotes quality, professionalism, and service excellence for employees, businesses, citizens, vendors and other local State and Federal agencies.
- Ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible.
- Effectively communicate orally and in writing with the general public.
- Ability to multi-task on daily basis.
- Maintain a degree of confidentiality.
- Must be able to work independently.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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.

- Essential job functions of the position require a significant amount of walking, standing, listening, communicating, sitting, typing and lifting and carrying a range of weight up to 15 pounds.

#### **WORK SCHEDULE:**

- This position is located at Village/Town Hall in Somers with office hours 8:00 Am to 4:30 PM, some evening and weekend work is required.