

## **Job Description – Deputy Clerk/Treasurer**

Summary: Meet and greet the constituents of the Town, perform general clerical tasks, represent Clerk/Treasurer in their absence, and provide administrative and customer service support.

Responsibilities:

### **Deputy Clerk/Treasurer**

- General Clerical tasks
  - Open and sort correspondence
  - Answer phones
  - Filing
  - Order supplies
  - Copying
  - Typing
  - Open all launch envelopes/count cash and prepare for deposit
  - Receipt incoming money
- Receive and process land use and zoning applications.
- Prepare all necessary documents for Plan Commission, Town Board and Board of Appeals meetings.
- Compile and maintain a listing of all land use and zoning applications.
- Maintain final plat files.
- Act as the liaison to the Park Board
  - Take park reservations, compile and maintain the park calendar.
  - Issue boat launch permits and maintain annual launch permit report.
  - Maintain the file of open citations and coordinate with the Park Rangers.
  - Prepare all documents for Park Board meetings.
  - Coordinate with Hudson and River Falls Youth Baseball Clubs and maintain calendar.
- Take minutes in absence of Clerk/Treasurer
- Bill and collect all fire calls
- Issue and file burning permits
- Issue dog licenses and compile county license reports
- Assist with Election Administrative duties
- Schedule election poll workers
- Maintain election poll worker training records
- Manage the license application process for Alcohol and Operator
- Manage the license application process for Mobile Home Parks
- Bill and collect unpaid personal property taxes
- Assist with the records retention process
- General Accounting to assist the Clerk/Treasurer
- Other assignments as necessary

Required Skills:

- Excellent written and verbal communication skills
- Familiarity with Microsoft Office
- Familiarity with QuickBooks Accounting Software
- Ability to shift priorities
- Must be willing to work additional hours as needed/change schedule occasionally
- May be required to work occasional evening hours (i.e. elections, board meetings)
- Ability to pass a criminal background check

Desired Skills:

- Municipal Government Experience
- Government Election Experience

Relationships:

- Reports directly to the Clerk/Treasurer
- Cooperates with Troy Town Board and staff in resolving complaints and developing town resident satisfaction