

Village of Turtle Lake

Job Title: Deputy Clerk/Treasurer

Department: Village Administration

Date of Description: Nov 9, 2011

Work Hours: Up to 30 hours/week

Summary: The Village Deputy Clerk-Treasurer works under the direction of the Clerk/Treasurer

Organizational Relationships: Serves as Deputy Treasurer and Deputy Clerk in accordance with Sec. 61.261 and 61.19, Wis. Statutes. Work is performed under guidelines set by state statutes and village ordinances and are executed accordingly. The Deputy Clerk-Treasurer reports to the Village Clerk/Treasurer. The incumbent will work closely with other members of the village staff, the public, and the Village Board of Trustees. In the absence of the Clerk/Treasurer, the Deputy will assume those duties and, upon the direction of the Village President, will supervise other members of the Village Administrative Department.

Primary Duties and Responsibilities:

Administrative Department: 55%, Utility: 35%

1. Under the direction of the Clerk/Treasurer, The Deputy will have primary responsibility for Utility Accounting, Billing, and Collections. These duties include, but are not limited to:
 - Assist in the development of the annual utility budget.
 - Upload meter readings into computer; Run pre-billing registers, and compare to previous the quarter and ensure accuracy of billing; Print and mail quarterly customer utility billings.
 - Prepare and send past due notices & disconnect notices to customer and landlords; Prepare and send correspondence to customers as necessary.
 - Prepare defer payment plans and equal payment plans for customers as necessary.
 - Maintain updated records of meters, customers and contact information, service, and readings.
 - Notify Public Works Director immediately of meter reading requests and communicate irregular readings and/or concerns expressed by customers regarding usage, meter equipment, water pressure or quality, sewer issues, etc.
 - Handle requests from utility customers for clarifications of bills; Print Customer History reports as requested by customer or social services; Figure final readings as needed.
 - Print quarterly reports and ensure that the quarter balances prior to closing the month; Print and review for accuracy quarterly Utility Fund detailed ledgers and make corrections as necessary.
 - File Sales Tax Report monthly.
2. Prepare bank deposits for customer receipts and accurately enter deposits into the Cash Receipts Journal daily.
3. Assist in preparation of payments and checks for claims against the Village and Utility.

4. Assist the Clerk/Treasurer in the filing of paid invoices.
5. Assist in Property Tax collection.
6. Assist in the special assessments, delinquent utility notices to be put on taxes.
7. Assist in issuance of building permits and collection of fees.
8. Assist in the issuance of various licenses and permits, such as dog, park use, and sign and collect all fees associated with those licenses and permits.
9. Prepare miscellaneous invoices for accounts receivable, complete journal entries and reconcile Accounts Receivable General Ledger Accounts.
10. Deposit monies collected by Village & Utility and post to the proper accounts.
11. Assist the Clerk/Treasurer in reconciling the General Checking Account monthly.
12. Assist the Clerk/Treasurer in maintenance of Debt Schedule and remit timely payments.
13. Answer telephone, take messages, handle residents & customer questions- Refer to correct department/employee or board member.
14. Assist the Clerk/Treasurer in preparing the payroll.
15. Assist the Clerk/Treasurer with the annual audit.
16. Attend Standing Committee Meetings, take minutes and prepare written minutes for approval at the next meeting, as assigned.

Elections: 5%

Assist Clerk/Treasurer with Election Administration. These duties include, but are not limited to:

- Assist with Preparation and Closing of Elections
- Assist with Equipment Testing and Supply Inventory
- Assist with Processing Voter Registrations and Absentee Applications & Ballots
- Assist with SVRS Data Entry
- Assist with Election Notice and Mailings to Voters

Municipal Court: 5%

1. Collect payments on court citations; receipt and maintain records of payments received.
2. In the absence of the Court Clerk, assist the Municipal Court as requested by the Judge.
3. In the absence of the Court Clerk, answer questions from Court "customers".

Qualifications:

- Working knowledge of computers and computer software, including word-processing and spreadsheets.
- Ability to type a minimum of 40 net words per minute.
- Ability to demonstrate/utilize appropriate office skills.
- Organization skills and the ability to meet deadlines and attend to details.
- Communicate effectively, both orally and in writing.
- Use good judgment in handling and resolving citizens' complaints and concerns.
- Must possess a valid Wisconsin Driver's License.

EDUCATION and/or EXPERIENCE

- High school diploma or its equivalent.
- Business/office management skills preferred.

- Accounting knowledge.
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LANGUAGE SKILLS

Ability to comprehend and interpret a variety of documents such as tax statements, billing of invoices and statements of operation. Ability to prepare a variety of documents such as billing invoices, journal entries and conforming to all rules of punctuation, grammar, diction and style. Ability to record and deliver information, explain procedures and follow instructions. Ability to use and interpret accounting and basic legal terminology.

MATHEMATICAL SKILLS

Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals. Strong typing skills for cash reconciliation and electronic spreadsheets. Ability to assess and process information contained in spreadsheets and computer data bases.

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 stand; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear. Frequent bending, twisting, reaching and grappling. Occasional squatting. Ability to communicate orally in a clear manner. Ability to perform work in an environment with multiple interruptions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

Inside work-office environment, hours may include night meetings and other hours as necessary. Travel required for meetings, seminars, and conferences in and out of town.

The noise level in the work environment is moderately noisy.