

THE CITY OF MINERAL POINT, WI IS ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME POSITION

CITY CLERK/TREASURER - The City of Mineral Point (approximate population of 2,500) seeks to fill this full-time position.

GENERAL STATEMENT OF JOB

Performs the duties of the City Clerk, Treasurer and Comptroller contained in the Wisconsin Statutes, Municipal Code, and as specified in the job description.

SUMMARY OF JOB DUTIES

- Care and custody of the corporate seal and municipal papers and records.
- Performs certification and recording for the City as required on legal documents and other records requiring such certification.
- Maintains records and responds to records requests as required by Wisconsin's public records law.
- Attends common council and committee meetings and keeps a full record of the proceedings.
- Oversees the preparation and distribution of Common Council minutes, agendas, information packets, and confidential materials.
- Ensures all meetings are properly noticed.
- Attends Plan Commission meetings. Oversees or performs an accurate recording of the proceedings, prepares the minutes and maintains the records of the Plan Commission as required by law.
- Maintains a minute book with governing body proceedings.
- Maintains voter registration files and WISVOTE.
- Administers all City elections; prepares City election notices and ballots and voting machine ballots for all offices; collaborates with local and state election officials in the administration of other elections.
- Publishes or posts minutes, ordinances and resolutions as required by law.
- Maintains an ordinance book noting all ordinances adopted, in chronological order, with information pertinent to the adoption.
- Administers the issuance of various permits.
- Administers the issuance of municipal licenses.
- Maintains licensing and permit records.
- Draws and countersigns orders on the municipal treasury in accordance with statutory requirements and maintains accounts thereof in the appropriate books.
 - Collects city, school, county and state property taxes, charges and assessments.
- Receives all moneys belonging to the city or which by law are directed to be paid to the treasurer.
- Pays over the money in the treasurer hands according to law.
- Deposits municipal funds upon receipt into the public depository designated by the council.
- Keeps a detailed account in suitable books in such manner as the council shall direct.
- Keeps in a separate book an account of all fees received.

- Provides a verified report to the council of moneys received and disbursed and the condition of the treasury.
- Executes and files an official bond.
- Prepares written reports at the request of the council and as required by law.
- Annually files a detailed statement of the receipts and disbursements on account of each fund of the city.
- Examines the treasury accounts and reports to the council as to their correctness and as to any violations.
- Examines each claim presented against the city.
- Administers the handling of property and liability insurance in coordination with the City's insurance agent.
- Certifies information for annual Statement of Assessment and TID Statements of Assessment.
- Annually, makes a list of all certificates for the payment of which special taxes are to be levied, in time for the same to be inserted in the tax roll, and certifies its correctness.
- Performs general clerical duties such as filing, word processing, copying, answering telephone, and counter work, as needed.
- Drafts and prepares routine correspondence as requested.
- Oversees Deputy Clerk position, including providing written and oral instructions, assigning duties and examining work for accuracy and conformance to policies and procedures.
- Serves as a notary public.
- Performs such other duties and responsibilities as may be directed by the Mayor or Common Council

TOOLS AND EQUIPMENT USED

Computer with word processing, database, spreadsheet, and payroll/budget programs; tablet, telephone, calculator, copy machine, and voting machine.

ESSENTIAL PHYSICAL JOB REQUIREMENTS

The physical demands 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 essential functions.

Employee frequently sits, stands, grasps, walks, uses a keyboard, uses hand-eye coordination, hears, talks, uses the telephone, and has contact with the public/customers.

Employee must be able to lift 25 pounds and occasionally up to 50 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Wide range of intellectual and practical problem solving. Arithmetic calculations involving fractions, decimals and percentages. Working knowledge of the principles and practices of modern records management techniques, including legal requirements for recording, retention and disclosure.

Ability to report, write, or edit articles for publication. Prepare documents as needed for the conduct of City business. Ability to communicate effectively, verbally or in writing, with customers, coworkers and the public. Ability to read and understand statutes and other regulatory material. Ability to work well with others and be team-oriented.

A High School Diploma along with an Associate Degree in business, human resources, accounting, or related field and the ability to obtain Municipal Clerk & Treasurer certification within 4 years is required.

Candidates must hold a valid driver license and be bondable.

PREFERRED EXPERIENCE AND QUALIFICATIONS

The following elements serve to identify the required acceptable experience and qualifications:

1. A four-year college degree in business, human resources, accounting, public administration or related field is preferred.
2. A minimum of five (5) years of post-high school experience in office operations, excellent computer and report writing skills.
3. Municipal Clerk Certification.
4. Municipal Treasurer Certification.
5. A minimum of four (4) years of experience in governmental financing.
6. Use of Workhorse Software program preferred.
7. Any equivalent combination of education and progressively responsible experience and training which provides the required knowledge, skills and abilities.

The City offers a competitive wage and benefit package. This is a salaried position, pay will be based on credentials and experience. Successful applicants will have submitted a completed City of Mineral Point job application, along with a current resume. An application and this job description are available on the City's website at www.mineralpoint.net or at City Hall, 137 High St, Mineral Point, WI. Resumes will not be accepted in lieu of applications. The City of Mineral Point is an Equal Opportunity Employer.

Initial review of applications will begin the week of April 29, 2019. Position open until filled.

Please remit to:

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Mineral Point, WI 53565
mpmayor@icloud.com

Jason Basting
Mayor
City of Mineral Point, WI