

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

DEPUTY CLERK / TREASURER

GENERAL STATEMENT OF JOB:

This is full time position who performs the duties of the Deputy Clerk/Treasurer as directed by the Clerk/Treasurer.

SUMMARY OF DUTIES:

Maintains water/sewer billing statements, payments, and recording of such.

Answers questions of the general public and/or directs them to proper authority.

Answers phone inquiries.

Assists in city budget development.

Prepares written reports at the request of the Clerk/Treasurer, City Administrator, Mayor or Council.

Assists the Clerk/Treasurer with his/her duties that may include but not all inclusive:

- Tax Preparation
- Elections
- Permits
- Meeting Agendas and Minutes
- Meeting Information Packets
- Issuance of Municipal Licenses
- Tax Collection and Proper Distribution
- Budget Preparation
- Financial Reports
- Payroll

TOOLS AND EQUIPMENT USED:

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

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:

- Associates degree from an Administrative Professional program and two years of experience or three years or more of Administrative experience and/or training.

- Working knowledge of the principles and practices of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- 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.
- Candidates must hold a valid driver license and be bondable.

PREFERRED EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's degree preferred but not required.
2. A minimum of 3 years' experience in office operations, excellent computer and report writing skills.
3. Contact with the public in problem management situations.
4. Municipal or government experience preferred.

WAGES & BENEFITS:

Hourly range is \$17.00 - \$22.00 per hour. Starting salary is negotiable up to the grade midpoint of \$19.50 per hour based on previous experience. A generous benefits package is available along with participation in the WRS.

Review of applications will begin the week of June 17th, 2019. Position open until filled.

Please remit to:

Mayor Jason Basting
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Mineral Point, WI 53565
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