



CITY OF LAKE GENEVA JOB DESCRIPTION

TITLE:	Assistant City Clerk	REPORTS TO:	City Clerk
DEPARTMENT:	Clerk's Office	POSITIONS SUPERVISED:	None
STATUS:	Full-Time	UNION:	None
HOURLY WAGE:	\$21.05- \$24.19 (Grade 9)	DATE APPROVED/AMENDED:	September 28, 2020

General Definition of Work

Performs intermediate skilled administrative support work assisting with a variety of complex office management and administrative tasks and related work as apparent or assigned. Work is performed under the limited supervision of the City Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Aids in performance of duties of the Clerk's Office under the Clerk's direction.

Performs the duties of the City Clerk in the absence of the Clerk.

Contributes to the maintenance of official City documents, directories and files. Stores, retrieves and maintains documents in the electronic document management system. Assists with public records requests as assigned.

Drafts, types, proofs, copies, and files correspondence and other records accurately.

Aids the City Clerk in the preparation and distribution of Committee and Council information when necessary.

Assists with preparing, posting, and distributing meeting agendas and minutes. Transcribes meeting minutes from audio tapes as assigned. Assists with monthly meetings calendar and electronic message board. Attends the meeting of the Committee of the Whole. May have to attend Council or Committee meetings as directed by the City Clerk.

Assists with election administration, including voter registration, absentee balloting, entering voter information into Statewide Voter Registration System (WisVote), setting up and testing machines, setting up polling places, maintaining equipment and signs, organizing and ordering election supplies, opening and closing polls, post-election paperwork, aiding in Election Inspector training, and other duties as assigned. Assists the public by answering questions regarding voter registration, elections and the entire election process as well as contacts residents with any issues regarding registration and voting.

Processes and maintains City licenses and permits throughout the year, prepares all City license renewal



notices annually including distributing and collecting applications, invoicing, receipting payment, entering in License Manager and mailing. Maintains City's License Manager System to ensure all information is current and accurate. Logs the statuses of all City of Lake Geneva licenses that are going through the new or renewal process. Verifies all license and permit applicants do not have outstanding debts due to the City and takes appropriate steps to collect liabilities if any do exist prior to issuance of license/permit. Follows-up and collects delinquent invoices. Compiles lists of delinquent license holders and works with the City Clerk and Police Department to see that ordinance violation is corrected. Answers questions and provides general information regarding licensing processes. Maintains listing of new businesses, business closings and business changes to provide to the assessor periodically. Assists in taking action to suspend or revoke permits and licenses for non-compliance. Distributes copies of approved permits to appropriate officials.

Answers event permitting questions to the general public. Receives, reviews, receipts in, routes and tracks all Event Permit Applications for the City in a timely manner. Ensures all Event Permit applications are approved by internal departments and if necessary, are referred to the Finance, Licensing, & Regulation Committee and Common Council. Acts as a liaison between the applicant and approving departments and/or governing bodies. Maintains the permitted events calendar. Processes fees for park reservation permits.

Processes City Hall meeting room reservation requests and maintains the reservation calendar.

Compiles information for, prepares, and disseminates a variety of reports.

Backs up the Front Count Clerks in carrying out City Hall front counter/customer service operations, including answering phone calls, assisting walk-ins, notarizing City-related documents, receipting payments, issuing parking permits, issuing beach permits, and providing general assistance to the public.

Assists the City Clerk with maintaining/updating the City website and bi-weekly e-Alert to be distributed to the general public.

Assists with confidential City issues and documents while maintaining confidentiality.

Sets City Hall building security system to sync with City meetings.

Knowledge, Skills and Abilities

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; ability to read, decipher, interpret and understand difficult, detailed and complicated concepts with specialized vocabulary; knowledge of City of Lake Geneva ordinances, public meeting laws, open records laws, confidentiality laws, election laws and processes; basic accounting; real estate and personal property tax process; operations, services and activities of a municipality including the policies and procedures related to the function and statutory obligations of the City Clerk's Office; business letter writing and report preparation skills; Modern office methods and equipment including computers and related software such as word processing, spreadsheets, and databases.

Office management principles, methods, and procedures.



Principles of record keeping and filing.

Practices used in minute taking and preparation.

Methods and techniques of proper phone etiquette and providing excellent customer service.

Principles, practices, methods and techniques applicable to administering a City-wide records management program.

Bid advertising and opening procedures.

Methods and techniques for administering telephone and voicemail systems.

English usage, spelling, grammar, and punctuation.

Pertinent Federal, State and local laws, codes and regulations including those governing the maintenance of records by a public agency.

Mathematical principles.

Ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with associates and the general public.

Ability to perform responsible and difficult administrative and secretarial support duties involving the use of independent judgment and personal initiative.

Ability to understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Ability to learn, interpret, and apply administrative and departmental policies and procedures.

Ability to provide information and organize material in compliance with laws, regulations and policy.

Ability to work cooperatively with other departments, City officials, and outside agencies.

Ability to effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

Ability to type at a speed necessary for successful job performance.

Ability to research, compile, and interpret data.



Ability to independently prepare clear, concise, and accurate records, reports, and correspondence.

Ability to operate office equipment including computers and supporting word processing and spreadsheet applications.

Ability to implement and maintain filing systems and records management systems.

Ability to maintain confidentiality of information.

Ability to work independently in the absence of supervision, and plan and organize work to meet changing priorities and deadlines.

Ability to take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a Deputy to a public officer.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Education/training equivalent to the completion of an Associate degree from an accredited college, supplemented by specialized training in office administrative procedures, or a closely related field.

Four years increasingly responsible administrative and/or secretarial experience involving direct support for executive-level officials, experience handling a high level of public contact; administrative experience in a municipal or other governmental agency is strongly desired.

Possession or ability to obtain a commission as a Notary Public.

Possession of a certification as a Certified Municipal Clerk or ability to obtain the certification within three years of employment.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; frequently requires standing, walking, sitting and speaking or hearing and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; no special vocal communication skills are required; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).