

**VILLAGE OF BONDUEL
POSITION DESCRIPTION**

POSITION: Deputy Clerk-Treasurer/Utility Clerk	DEPARTMENT: Clerk/Treasurer
DATE: May 2014 Revised: May 2015	FSLA STATUS: Non-exempt Part-time (25 hours/week) Union Position
	REPORTS TO: Clerk-Treasurer

POSITION SUMMARY:

Assists Clerk/Treasurer in maintaining records and conducting the daily business activities of the Village. Works directly and indirectly with the general public in a courteous and informative manner. Assists Clerk/Treasurer with basic governmental duties, including but not limited to meeting preparation, issuance of licenses and permits, processing of cash receipts, accounts payable and payroll. Administers utility billing and account maintenance.

Serve as backup for Clerk-Treasurer.

Fidelity bond required.

DUTIES AND RESPONSIBILITIES:

Governmental:

- (a) Assist in preparation of meeting agendas, minutes and public notices,
- (b) Attend meetings in absence of the Clerk-Treasurer; record and distribute minutes
- (c) Assist in the administration of local elections, including maintenance of voter information.
- (d) Assist with processing and issuance of licenses and permits..
- (e) Be acquainted with procedures for Open Records requests as back up to the Clerk-Treasurer

Administrative:

- (a) Enter cash receipts and prepare daily bank deposit.
- (b) Assist with processing of accounts payable and payroll.
- (c) Receive requests, complaints and information from the public and transmit to staff or appropriate committee to process as needed.
- (a) Assist with maintenance, filing and safekeeping of all municipal records and documents.
- (d) Process reservations and maintain calendar for rental of park facilities.
- (e) Prepare and distribute The Communicator newsletter on a bi-monthly basis.
- (f) Provide office support for Clerk's office, Sewer & Water Utility and other departments.
- (g) Perform other duties as may be required.

Utilities:

Essential functions include, but are not limited to:

- Maintenance of customer account records.
- Collection and posting of customer payments.
- Processing and mailing customer bills.
- Posting of late penalties and related notices.
- Work with Director of Municipal Operations on collection of delinquent accounts.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience or knowledge of accounting fundamentals, especially governmental fund accounting.
- Proficiency in Microsoft Office and ability to master governmental software programs.
- Ability to communicate effectively both verbally and in writing with the public, employees and village officials.
- Ability to understand statutes, ordinances, and procedural manuals.
- Knowledge of basic office equipment.

TRAINING AND EXPERIENCE:

- High school diploma.
- Minimum 3-5 years office experience, including computer experience.
- Government experience preferred.

Must be available to attend training sessions in State Voter Registration System (SVRS).

In evaluating candidates for this position, the Village may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform this position.

Village of Bonduel is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This position requires sitting for long periods of time, lifting boxes of not more than 50 pounds, stooping, standing, climbing stairs, ability to see numbers and letters clearly, able to distinguish different sounds, such as fax machine, telephone, computer alarm, etc.