

**Lincoln County
Position Description**

Position Title: Deputy County Clerk	Department: County Clerk's Office
Pay Grade: Grade F	FLSA: Non-Exempt
Date: January 2023	Reports To: County Clerk

Purpose of Position

This position is to assist the County Clerk in completion of his/her statutory duties of the office, including but not limited to election administration, County Board records, licensing and performance of all rights and responsibilities of the County Clerk in his/her absence. The work is performed under the supervision of the County Clerk. This is a full-time position and does require some evening hours.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must be familiar with general accounting principles;
- Assist with preparing/disseminating meeting notices and agendas in compliance with open meetings law; coordination of all departments for production of the monthly County Board packet;
- Assist with preparing and coordinating statutorily required publications related to County Board meetings, ordinances and resolutions;
- Advise County Board members, other County departments and the public regarding proper procedures related to County Board rules;
- Compile and post official County Board minutes;
- Clerk Board or Committee meetings, as required.
- Organize candidate packets for County candidates; ensure they meet qualification requirements for ballot access.
- Prepare and publish election notices.
- Prepare election ballots for coding, layout, printing, and distribution to the municipal clerks.
- Maintain the Statewide Voter Registration System (WisVote) for relier municipalities. Enter and update voter registrations, enter candidate information, track absentee ballots, print poll books, enter election costs, reconcile poll books, update voter's history, communicate with the WEC on a regular basis.
- Report election night results to media, candidates and public.
- Assist in conducting Board of Canvass for all elections.
- Assist in recount of any election as requested.
- Assist with election training for municipal clerks and election inspectors (poll workers).
- Maintain current mastery of laws and requirements relating to elections.
- Compile and generate municipal election invoices.
- Assist with filing of property, liability, auto, and boiler claims.
- Assist with liability claims files and managing claims denial process.
- Assist in complying with complex statutory responsibilities for delinquent tax collection.
- Field questions from (delinquent) taxpayers, interested public, and banking facilities.

- Assist with tax deed notices and procedures.
- Assist with facilities usage agreements – manage leases, rates, calendar, and deal with lessees.
- Assist with the issuing and collection of County building keys;
- Work with the maintenance department on supplies, requests for proposals, and secretarial services.
- Place annual dog tag order for the distribution to all municipal treasurers.
- Properly issue marriage licenses, wood cutting notices, and work permits.
- Assume responsibilities of the County Clerk in his/her absence (i.e. decision making, sign contracts/documents, attend meetings, etc.)
- Assist with mail management – process County Clerk daily mail; posting/processing out-going mail from all departments; electronic maintenance of postage meter;
- Closing notices;
- Compile, publish and maintain County Directory;
- Provides Notary Public service for the public and as needed for County employees;
- Maintain inventory and procurement of office and election supplies and equipment;
- Performs research for County Board members as requested;
- Assist with the statutory records management function;
- Assist with daily balancing of County Clerk’s cash register; prepare daily deposit slip; submit daily deposit slip and money to the County Treasurer for receipting;
- Assist the public, in person or by telephone, ascertains nature of business and direct them to the appropriate person or department when necessary, in a friendly and courteous manner;
- Assist in routine clerical work in typing agendas, minutes as requested, and correspondence; operates listed office equipment as required;
- Performs other general office duties and assignments as given.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must possess a high school diploma or equivalent, Associate Degree in Business Administration or related degree, two to three years County Clerk’s office experience, or any combination of education and experience which provides equivalent knowledge, skills and abilities.
- Must be free of Federal and State felony conviction, as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.
- Knowledge of all functions of the County Clerk’s office.

Physical and Mental Abilities Required to Perform Essential Job Functions

An individual must be able to perform each essential duty satisfactory. 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.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Work day consists of approximately 75% of the day seated at desk and 25% working at counter or

- other areas that require walking, standing, and bending.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, postage meter, copy machine, voting equipment, and all computer programs related to marriage license and election software.
- Must be proficient in both Microsoft Office and Google.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.
- Ability to comprehend and interpret a variety of documents including tax deeds, licenses and permits, various insurance policies, County Code of Ordinances, election procedures and records, billing invoices, computer software operating manuals, state statutes (Open Records and Open Meetings Law, election, marriage, dog licensing statutes), County directory, and other guidelines and non-routine correspondence.
- Ability to prepare a variety of documents including correspondence, policies, meeting agendas, meeting notices, meeting minutes, etc.;
- Ability to follow instructions and operate office efficiently, deal with a variety of people, including other employees and the public, using good business ethics. Honesty and integrity essential.
- Ability to effectively communicate orally and in writing with the County Clerk, Administrative Coordinator, County department heads and other personnel, County Board members, representatives from other municipalities; media representatives, and others.
- Ability to handle money and work accurately with figures.
- Ability to file information properly and consistently.
- Ability to maintain confidentiality, work under stress, and compile data.
- Ability to consistently attend to detail and work with frequent interruptions.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Knowledge of business English, spelling and punctuation.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date