

## **CITY OF MADISON POSITION DESCRIPTION**

1. Name of Employee (or "vacant"):

Work Phone: 266-4601

2. Class Title (i.e. payroll title):

Municipal Clerk 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Maribeth Witzel-Behl

Work Phone: 266-6574

5. Department, Division & Section:

City Clerk's Office

6. Work Address:

210 Martin Luther King Jr Blvd #103

7. Hours/Week: 38.75

Start time: 8 a.m.      End time: 4:30 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This position is responsible for elections administration, records retention, licensing, public inquiries, and Common Council and committee support. Work is performed in accordance with State Statutes, Madison General Ordinances, Open Records, and Open Meeting Laws.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

35%    A. Elections

1. Direct and participate in the testing of all electronic voting equipment prior to each election.
2. Process voter registration applications.
3. Process absentee ballot requests.
4. Deliver election equipment to polling places.
5. Respond to and repair election equipment malfunctions on Election Day.
6. Provide guidance and support to Election Officials and Chief Inspectors on Election Day, ensuring compliance with state and federal election laws.
7. Audit election results.
8. Prepare election materials for certification by the Board of Canvassers.
9. Assist the Board of Canvassers in conducting a Recount, when necessary.

10. Recruit and assign election officials to work at the polls.
11. Calculate payroll for election officials.
12. Audit campaign filings and finance reports for Aldermanic, **Mayoral, Municipal Judge, School Board candidates, and Political Action Committees.**
13. Notify campaign committees and political action committees of filing deadlines and delinquencies.
14. Notify District Attorney of campaign finance violations.
15. Participate in the assessment of polling place accessibility.
16. Assist Clerk in ensuring the integrity of election security.
17. Oversee the quality of Madison voter data in the Statewide Voter Registration System by establishing and verifying address ranges, merging duplicate records, cancelling the registrations of deceased voters, and cancelling the registrations of felons.
18. Prepare mailing labels for all absentee ballots.
19. Oversee the assembly and mailing of absentee ballots.
20. Coordinate the delivery of absentee ballots to Nursing Home voters.
21. Design and mail write-in ballots to Military voters according to federal law.
22. Purge the Permanent Absentee voter list after every election cycle.
23. Work with the Government Accountability Board on purging voter registrations every other year.
24. Provide administrative support for the Madison Election Advisory Committee.
25. Reconcile the recording of votes after each election.
26. Work with municipal clerks in other municipalities to merge duplicate voter records in the Statewide Voter Registration System.
27. Train and Deputize citizens as **Special Registration Deputies.**
28. Audit Election Day paperwork for completeness.
29. Teach new Election Officials the basic training course "Election Official Training for Beginners."

30%    B. Licensing

1. Assist the public with filing license and permit applications.
2. Process and issue licenses and permits for the City of Madison and Public Health for Madison & Dane County.
3. Research ordinances and state statutes regarding license requirements.
4. Obtain and track approvals from various city agencies.
5. Prepare correspondence for license applicants.
6. Balance license payments with City Comptroller's Office.
7. Prepare reports for city, county, state, and federal agencies.
8. Track delinquent state sales tax and personal property tax owed by license holders.
9. Audit and submit license applications such as Theater, Secondhand Dealer, Taxi, and Auto/Junk/Salvage to the Common Council for approval.
10. Act as a liaison between the health department and license/permit applicants.

5%    C. Common Council

1. Assist in preparing Common Council agendas, packets, and proceedings.
2. Research Common Council action for city agencies and the general public.
3. Advise staff in other city departments on properly preparing and submitting items for Common Council consideration.
4. Publish legal notices, ordinances, and proceedings.
5. Send public hearing notices to Madison residents on behalf of Zoning.

30%    D. Records Management & Public Inquiries

1. Prepare contracts for routing to various agencies for signature.
2. Assist public with accessing records in compliance with the Open Records Law.
3. Research information for city agencies and the general public (ordinances, resolutions, reports, contracts, deeds, and other documents)
4. Notarize documents for the public.
5. Direct citizens to the appropriate city, county, or state agency for assistance.
6. Prepare Weekly Meeting Schedule and post meeting notices in accordance with the Open Meetings Law.

7. Maintain database of all city contracts, deeds, and other official documents for retrieval.
8. Coordinate and perform record retention and record destruction in accordance with State Statutes.
9. Maintain file of board/committee/commission minutes in compliance with Madison General Ordinances.
10. Send records to and from State Records Center as needed.
11. Prepare office payroll in the absence of the payroll clerk.
12. Mentor committee staff from other departments on preparing agendas that fully comply with the Open Meetings Law.

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing and database management.
- Working knowledge of the Wisconsin election process.
- Working knowledge of Open Meetings Law, Open Records Law, and Record Retention laws.
- Demonstrated skill in customer service.
- Ability to learn related city, state, and federal laws, policies, and procedures.
- Ability to make decisions within policy constraints and to interpret policy and regulations for other staff, agencies, and the general public.
- Ability to work independently, prioritize, and complete multiple projects under a deadline.
- Ability to use a computer, word processors, and database systems in coordination with specialized programs.
- Ability to write clear, concise meeting minutes, informational materials, and correspondence.
- Ability to assemble and evaluate information and prepare reports.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to make routine mathematical computations.
- Ability to type at a net speed of 40 wpm with 10 or less errors.
- Ability to lift and carry 40 pounds.
- Ability to obtain and retain designation as a Notary Public.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

- Possession of a valid driver's license or ability to meet the transportation needs of the position in order to deliver election equipment to polling places.
- Ability to obtain and retain designation as a Notary Public to notarize license applications and other documents for the general public.
- Submittal of complete "Final Participants Report" for year one of the UW-Green Bay Clerks Institute.
- Completion of one year of service in the Madison City Clerk's Office.

15. Physical requirements:

Ability to lift and carry 40 pounds in order to transport and deliver election equipment to polling places.

16. Supervision received (level and type):

Work is normally performed under the general supervision of the City Clerk.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).



September 28, 2009

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SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.