

Detailed Job Posting

[Return to List](#)

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Job #	Hits	Active	Total	Advertised
2016-00413	4922	277	277	01/27/17 - 02/13/17 11:59 PM

Job Title	Deputy City Clerk*
Closing Date/Time	Mon. 02/13/17 11:59 PM Central Time
Salary	\$23.85 - \$26.71 Hourly \$1,908.00 - \$2,136.43 Biweekly \$4,134.00 - \$4,628.93 Monthly \$49,608.00 - \$55,547.18 Annually
Job Type	PERMANENT FULL TIME
Location	City County Building 210 Martin Luther King Jr. Blvd., Madison, Wisconsin
Department	Clerk

General Description Benefits Supplemental Questions Custom Form Fields

RE-ANNOUNCEMENT*

***This position is being re-announced due to a limited pool of candidates.
Previously submitted applications will remain under consideration.
Prior applicants need not reapply.**

WOMEN AND PEOPLE OF COLOR ENCOURAGED TO APPLY

The City of Madison Clerk's Office is seeking a detail-oriented, organized team player with superior communication, interpersonal and problem solving skills to serve in a newly created role as Deputy City Clerk. This position will primarily be responsible for the oversight and issuance of liquor licenses and permits; and requires sound judgment, organization skills, discretion, and initiative. Work is performed in accordance with State Statutes, Madison General Ordinances, Open Records, and Open Meeting Laws. Under the direction of the City Clerk, this position will also assist in the day-to-day operations of the Clerk's Office and will serve as the City Clerk in that person's absence.

The civil service exam for this position will involve computerized testing on modules related to the administrative nature of the job. Testing will held at the City's IT Training facility located in the Atrium building at the Village on Park Street (Villager Mall), 2300 S Park St, Madison, WI 53713 (near the South Madison Metro Transfer Point).

Examples of Duties and Responsibilities:

- Licensing responsibilities include: assisting the public with filing license and permit applications, answering questions about what the law will allow or prohibit. Follow-up with liquor license applicants on incomplete applications and on issues that will need to be clarified for the Alcohol License Review Committee (ALRC).
- Prepare the annual ALRC schedule and calendar of application deadlines. Serve as staff person to the ALRC. Promptly prepare ALRC agendas, consent agenda, and minutes. Publish public hearing notices. Issue summons for ALRC disciplinary actions against liquor license holders.
- Conduct licensing research for the Clerk's Office, ALRC, the Madison Police Department, the City Attorney's Office, or the Mayor's Office upon request. Notify Alderpersons of liquor license applications in their respective districts. Prepare clear and concise liquor license application instructions and renewal materials for Clerk website.
- Election responsibilities include: serving as the point-of-contact for each facility that serves as a polling location. Establish new polling locations as needed.
- Provide guidance and support to Election Officials and Chief Inspectors on Election Day, ensuring compliance with state and federal election laws.
- Assist the City Clerk in day-to-day operations of the Clerk's Office. As a deputized official, act under the City Clerk, and in the Clerk's absence to perform the Clerk's duties.
- Research information for the general public (ordinances, resolutions, reports, contracts, deeds, and other documents).
- Participate in at least one Neighborhood Resource Team. Participate in the city's Racial Equity & Social Justice Initiative. Provide Legistar training for committee staff in other city agencies.
- Perform related work as required.

Minimum Qualifications:

Four (4) years of a wide-range/varied administrative experience (e.g., budgeting, personnel, purchasing) which includes at least one (1) year of office management/leadership experience.

- OR -

Possession of a four year degree in public administration, business administration, or a related field from an accredited college or university may be substituted for three years of experience **AND** one (1) year of office management and/or leadership experience.

If an applicant does not possess the specific requirements outlined above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:

Four years experience in applying the following:

- Office practices and procedures.
- Use of computers and software applicable to the duties of the position (e.g. Microsoft Word, etc).

Two years experience in applying the following:

- Rules, policies, procedures, and practices pertinent to maintaining a regulatory function or process.

Familiarity with:

- English composition, correct punctuation, spelling and grammatical usage.
- State and local laws governing the functions of the City Clerk's office
- City, State, and Federal election processes
- Local, state, and federal liquor license laws and procedures.

The City of Madison strives to provide exceptional customer service to all its citizens and visitors. Therefore successful candidates will have demonstrated ability to effectively work with multicultural communities.

Special Requirements:

- Ability to meet the transportation requirements of the position.
- Ability to obtain and retain designation as a Notary Public to notarize license applications and other documents for the general public.
- Designation as a Wisconsin Certified Municipal Clerk (WCMC) through the Wisconsin Municipal Clerks Association within four (4) years of starting this position. Failure to obtain the certification within four (4) years will result in removal from the position, absent extenuating circumstances. To earn this certification, the employee will be required to attend the Municipal Clerks Institute at UW-Green Bay for one (1) week every summer for three (3) years. The City of Madison will cover the cost of this employee training. More information on the Municipal Clerks Institute is available here: <http://www.uwgb.edu/govt/cti/>.

Physical Requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

The incumbent will be expected to attend meetings outside the normal work schedule, including evenings and weekends.

*Payroll title for this position is Administrative Assistant

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