

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone: 608-266-4601

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

Municipal Clerk I

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Maribeth Witzel-Behl

Work Phone: 608-266-6574

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: 4:30pm

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 Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The positions of Municipal Clerk I, Municipal Clerk II, and Certified Municipal Clerk work together as a team to administer elections, offer impartial license administration, provide access to open meetings and open records, support the legislative process, and exemplify equity principles and practices to promote the inclusion and full participation of all residents in the democratic process.

11. Position Summary:

Municipal Clerk I

Entry-level municipal clerk position providing technical administrative support in all areas of the Clerk's Office, including election administration, licensing, open meetings and legislative support, open records and public inquiry, daily operations, and equity efforts. This position requires the ability to understand and attain knowledge of Wisconsin Municipal Clerk statutory duties and the City of Madison Clerk's Office functions. Duties are of a clerical and sometimes complex nature and require the ability to meet deadlines under time-sensitive, high-pressure situations.

Clerks in this position are expected to begin the process of achieving certification as a Wisconsin Certified Municipal Clerk (WCMC) and attend the first year of the UW-Green Bay Municipal Clerks' and Treasurers' Institute. They are committed to upholding the Clerk's Office mission, goals, and core values.

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

61% I. Election Administration

A. Transparency and Outreach

Municipal Clerk I

- Assist the public in navigating complex election laws.
- Assist the City Clerk in ensuring the integrity of election security.
- Keep abreast of complex election laws by attending training and monitoring Wisconsin Election Commission (WEC) memos and timelines.
- Assist the voter outreach coordinator in developing and implementing voter outreach programs, mock elections, and voter registration drives.

B. WisVote + Election Data

Municipal Clerk I

- Perform data entry functions in the statewide election management and voter registration system, WisVote, such as processing voter registrations and absentee ballot requests.
- Perform basic quality control of election and voter data in WisVote by merging duplicate records, canceling records of deceased voters and felons, and resolving mapping discrepancies.
- Generate basic reports in WisVote, such as forward/reverse directories and ineligible voter lists.
- Follow up with voters for various absentee and voter registration issues.
- Participate in the absentee mailing operation by preparing and generating mailing labels, and assembling the absentee ballots for mailing.

C. Election Operations

Municipal Clerk I

- Provide support to various election operations by participating in the logistical planning, debriefings, equity analyses, and other tasks as needed.
- Facilitate nursing home voting (aka Special Voting Deputy or SVD) by serving as liaison for 2-5 facilities. Liaison duties include communicating with facility staff, scheduling visits, generating voter lists, preparing materials, and ensuring SVD voting is carried out in accordance with state statute.

D. Staffing and Training

Municipal Clerk I

- Assist in the recruitment, assignment, and scheduling of hourly and other seasonal election staff employed for various election operations and on Election Day.
- Provide guidance to hourly and other seasonal election staff employed for various election operations and on Election Day.
- Conduct training for beginner election officials.
- Assist with the development of election official training curriculum.

E. Election Equipment and Polling Places

Municipal Clerk I

- Assist in the inventorying of election equipment.
- Repair basic election equipment malfunctions on Election Day, such as tabulator jams.
- Participate in the testing of electronic voting equipment before each election.
- Facilitate Change of Polling Place postcard mailing.
- Direct and accompany movers and stagehands in the delivery of election equipment to polling places and IPAV sites.

F. Post-Election Audits and Reconciliation

Municipal Clerk I

- Record votes after Election Day to ensure accurate election participation.
- Assist in auditing Election Day paperwork and election results.
- Prepare election materials for certification by the Municipal Board of Canvassers.
- Assist the County Board of Canvassers when conducting a recount, when necessary.

G. Campaign Finance

Municipal Clerk I

- Assist in auditing campaign filings and finance reports for aldermanic, mayoral, municipal judge, school board candidates, and political action committees (PACs).

14% II. Licensing

Municipal Clerk I

- Process and issue licenses and permits in the licensing software, Accela, for the City of Madison and all environmental health licenses for Dane County.
- Obtain and track approvals in Accela from various City agencies.
- Assist the public with filing license and permit applications and navigating the online licensing portal. Act as liaison between the Health Department and applicants.
- Follow up with applicants for incomplete applications and other correspondence.
- Participate in the annual license renewal process by sending invoices, corresponding with license holders, auditing renewal paperwork, and updating Accela.

- Monitor and release license holds related to delinquent sales tax and personal property tax owed by license holders.
- Assist members of the public with registering to speak before the Alcohol License Review Committee (ALRC).
- Keep abreast of licensing laws by attending trainings and monitoring Wisconsin Department of Revenue (DOR) memos.

10% III. Open Meetings Law and Legislative Support

Municipal Clerk I

- Post agendas and minutes for all Boards, Commissions, and Committees (BCC) in all required spaces (online and physical), and proof the weekly calendar to ensure adherence with the Open Meetings Law.
- Advise BCC staff on proper posting of agendas and minutes to the online calendar.
- Update New Business and Old Business files in the City legislative software, Legistar, in preparation for Common Council agenda creation.
- Proofread the Common Council agendas and proceedings.
- Assist committee members and city staff in completing their statement of economic interest.

9% IV. Open Records Law and Public Inquiry

Municipal Clerk I

- Demonstrate superlative customer service skills at front desk, on phones, and via email, and exemplify the Clerk's office motto of "We Exist to Assist"
- Prepare contracts for routing to various agencies for signature.
- Assist the public with accessing records in compliance with Open Records Law.
- Notarize documents for the public and other City staff.
- Direct citizens to the appropriate city, county, or state agency for assistance.
- Maintain database of all City contracts, deeds, and other official documents for retrieval.
- Coordinate and perform record retention and record destruction in accordance with state statutes.
- Send records to and retrieve records from State Records Center, as needed.
- Maintain and update information on the Clerk's Office website.
- Assist the Public Information Officer (PIO) in social media tasks (Twitter, Instagram, Facebook).
- Attend and implement Open Records training by the City Attorney's Office and Attorney Generals Office.

6% V. Office Administration and Equity

Municipal Clerk I

- Maintain the official City roster.
- Sign contracts and other City documents on behalf of the City Clerk.

- Assist the Payroll Clerk in calculating payroll and distributing paychecks and W2s.
- Participate in and/or co-lead a City Neighborhood Resource Team (NRT)
- Participate in both weekly Clerk's Office equity discussions, as well as analyses of office procedures and policies using an Equity Empowerment lens.

13. Primary knowledge, skills and abilities required:

14. Special tools and equipment required:

15. Required licenses and/or registration:

16. Physical requirements:

17. Supervision received (level and type):

18. 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).

19. 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).

EMPLOYEE

DATE

20. 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).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employee/policies-procedures/position-descriptions.