

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 II

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:

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 II

Intermediate level professional clerk position providing lead worker duties and 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 complex nature and require the ability to create effective and creative solutions under time-sensitive, high-pressure situations. This position requires the ability to execute and organize highly-technical operations under state statutes.

This position may be asked to fulfill one or more lead worker roles as coordinator and subject-matter expert. Lead worker roles may include operational and logistical planning; communication with community partners; scheduling and oversight of hourly and other seasonal election staff; evaluation of program effectiveness using equity tools, statistics, and debriefings; development and execution of training curriculums; and/or development of written procedures, guides, checklists, and best practices for use by other municipal clerk staff, hourly, election partners, and/or the public. This position is not expected to issue formal disciplinary action to hourly employees, but is expected to monitor performance, respond to and resolve interpersonal conflicts, and refer insubordinate actions to the City Clerk.

As expertise is gained, this position may be asked to fulfill certain duties in the absence of the City Clerk, including, but not limited to: participating in media interviews and representing the Clerk's Office at local and national conferences and seminars.

Clerks in this position are committed to completing the UW-Green Bay Municipal Clerks' and Treasurers' Institute and achieving certification as a Wisconsin Certified Municipal Clerk. They are committed to being leaders in the Clerk's Office and the Municipal Clerk profession. 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, II

- 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.

Municipal Clerk II, additional duties:

- Oversee WisVote data entry by employees in the Municipal Clerk I classification and hourlies.
- Perform advanced quality control of election and voter data in WisVote by purging absentee lists after election cycle and resolving complex discrepancies.
- Generate more complex reports in WisVote, such as poll book lists, supplemental poll lists, absentee logs, and daily statistical reports.
- Follow up with voters for complex registration and absentee issues, such as undeliverable absentees and registration deadlines.
- Manage election plans in WisVote by monitoring checkpoints, entering contests and candidates, and tracking provisional voters.
- Oversee the absentee mailing operation.
- Send and/or track Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) applications and ballots for military and overseas voters.

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.

Municipal Clerk II, additional duties:

- Serve as lead worker or specialist for one or more election operations, such as In-Person Absentee Voting (IPAV); SVD; absentee mailing and ballot drop box operations; public test; post-election audits and reconciliation; election equipment asset management and routing; polling place adoption; voter outreach; and/or other temporary or long-term programs that may arise from state statute changes or mayoral direction.
- Lead worker or specialist duties may include: operational and logistical planning; communication with community partners; scheduling and oversight of hourlies and other seasonal election staff; evaluation of program effectiveness using equity tools, statistics, and debriefings; development and execution of training curriculum; and/or development of written procedures, guides, checklists, and best practices for use by other municipal clerk staff, hourlies, election partners and/or the public.

D. Staffing and Training

Municipal Clerk I

- Assist in the recruitment, assignment, and scheduling of hired hourlies and other seasonal election staff employed for various election operations and on Election Day.

- Provide guidance to hourlies 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.

Municipal Clerk II, additional duties:

- Direct hourlies and other seasonal election staff by assigning tasks, providing guidance on processes, responding to and resolving scheduling and interpersonal conflicts, providing feedback on performance to the City Clerk, and referring escalated issues to the City Clerk.
- Conduct training for experienced election officials, voter education ambassadors, and hourlies hired for various election operations.
- Develop training curriculum for various election operations.

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.

Municipal Clerk II, additional duties:

- Repair advance election equipment malfunctions on Election Day and coach Chief Inspectors on emergency procedures when a tabulator malfunctions.
- Direct stagehands and hourlies in prepping equipment deliveries and preparations for the public test.
- Oversee the testing of electronic voting equipment before each election.
- Conduct polling place accessibility assessments.

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.

Municipal Clerk II, additional duties:

- Audit Election Day paperwork and election results.
- Reconcile post-election participation, which includes identifying and resolving complex data discrepancies between WisVote and Election Day paperwork, and accounting for all unresolved discrepancies to WEC.
- Notify District Attorney of potential voting fraud.

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).

Municipal Clerk II, additional duties:

- Notify campaign committees and PACs of filing deadlines and delinquencies.
- Notify District Attorney of campaign finance violations.

H. Experts in the Field

Municipal Clerk II

- Give election presentations at community events and conferences.
- Train other Wisconsin municipal clerks on election processes at the UW Green Bay Clerks' and Treasurer's Institute.
- Participate in the training and onboarding of new clerks in lower series and longevity.
- Participate in media interviews in the absence of the City Clerk and Deputy Clerk.

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.

Municipal Clerk II, additional duties:

- Balance license payments with City Treasurer by applying payments, conducting fund transfers, and issuing refunds in the event of an overpayment.
- Route and monitor picnic beer permit workflow and approvals.
- Route liquor license applications to aldermanic, police, neighborhood, and other contacts in the absence of the Deputy Clerk.
- Audit and prepare licenses and operator reports for Common Council meetings.
- Prepare legislative files for the ALRC in the absence of the Deputy Clerk.
- Research ordinances and state statutes regarding license requirements.

- Prepare reports for city, county, state, and federal agencies.
- Create written procedures, guides, checklists, and best practices for internal licenses processes.
- Provide support to Accela users in other agencies.

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 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.

Municipal Clerk II, additional duties:

- Mentor BCC staff from other departments on preparing agendas to fully comply with the Open Meetings Law.
- Prepare Common Council agenda, packets, and proceedings.
- Staff Common Council meetings.
- Advise staff in other city departments on properly preparing and submitting items for Common Council consideration.
- Train BCC staff on the legislative process and Legistar, and provide assistance on troubleshooting Legistar.
- Research Common Council action for city agencies and the public.
- Publish legal notices, ordinances, and proceedings.
- Send claim disallowance letters via certified mail.
- Serve as Statement of Interests Coordinator to coordinate the annual filing of statement of economic interests by committee members and city staff.
- Oversee the filing of lobbyist registrations and expense statements.

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.

Municipal Clerk II, additional duties:

- Research ordinances, resolutions, reports, contracts, deeds, and other documents for City agencies and the public.
- Accept and route lawsuits and tax claims served to the City.
- Process surety releases for contracts.
- Serve as Records Custodian – Fulfill open records requests in compliance with Open Records Law.
- Serve as Public Information Officer (PIO) – Draft press releases, create and schedule social media posts.

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.

Municipal Clerk II, additional duties:

- Assist in daily office management and organization by fulfilling one or more of the following lead roles: Payroll Clerk, PIO, Records Custodian, Purchasing Clerk, Equity Coordinator, Emergency Management Team member, Statement of Interests Coordinator, and various election operation leads.
- Participate and/or lead special, occasional programs, such as: census redistricting efforts; Town of Madison attachment plan; civic outreach programs; and software transitions.
- Serve as Payroll Clerk: process payroll for full-time office staff, hourlies, supported works, and Election Officials. Process personnel actions, FMLA applications, worker's comp claims, employee changes, and other duties.
- Serve as Purchasing Clerk: purchase office and election equipment, lead asset inventory efforts, lead grant distribution and reporting efforts, reconcile accounts in the City's financial software system, and participate in budget meetings.
- Assist City Clerk is estimating expenses for budget proposals.

- Serve as Clerk's Office Equity Coordinator: Serve as agency liaison to Civil Rights Coordinator (CRC) program. Attend city-wide CRC monthly meetings. Track and coordinate logistics for equity analyses. Track employee's APM 3-5 training. Coordinate and/or assist with securing translation and interpretation services. Commit to equity, diversity, and affirmative action principles and practices at work and in everyday life.

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.