

**MUNICIPAL CLERK 1
MUNICIPAL CLERK 2
CERTIFIED MUNICIPAL CLERK**

CLASS DESCRIPTION

General Responsibilities:

This class series describes administrative and clerical work performed in the City Clerk's office. Positions in this series are responsible for elections administration, records retention, licensing, public inquiries, and Common Council/committee support with increasing degrees of responsibility and independence of action. Work is performed in accordance with State Statutes, Madison General Ordinances, Open Records, and Open Meeting Laws.

This series is structured to provide for career progression from Municipal Clerk 1 to Municipal Clerk 2 based on employees having worked a minimum of 12 months in the City Clerk's office and successful completion of year 1 of the UW-Green Bay Clerks Institute. Progression from a Municipal Clerk 2 to the Certified Municipal Clerk is based on increased employee expertise and responsibility, independence of action and experience in and knowledge of systems and processes associated with the work, achieving the Wisconsin Certified Municipal Clerk certification, and completion of at least 5 years of service in the City Clerk's office. Work at all levels is performed under the general supervision of the City Clerk and the Deputy City Clerk.

The various levels in this series are structured as follows:

Municipal Clerk 1

This is entry-level work in the City Clerk's office, learning the various areas of work and performing routine tasks. The work is structured to provide increased independence of action in all areas of the City Clerk's office as expertise is gained through on-the-job training and experience, and external training at the UW-Green Bay Clerks Institute.

Municipal Clerk 2

This is intermediate-level work performing work in all areas of the City Clerk's office. The Municipal Clerk 2 independently performs work related to elections administration, records retention, licensing, public inquiries, and Common Council/committee support. In a training capacity, the Municipal Clerk 2 will be given additional assignments in the areas of training and presentations, liquor license evaluation/auditing and higher-level responsibility relating to the maintenance and filing of legal documents. The work is characterized by the application of knowledge received through internal training and at the UW-Green Bay Clerks Institute.

Certified Municipal Clerk

This is advanced-level and leadership work performing work in all areas of the City Clerk's office. Employees at this level are expected to field complex inquiries relating to the operations of the City Clerk's office, including relating to the City's Legistar program. The Certified Municipal Clerk is expected to give presentations or training relating to the activities of the City Clerk's office. The work is characterized by the broader application of knowledge attained as a Certified Municipal Clerk and through continued on-going training.

Examples of Duties and Responsibilities:

Municipal Clerk 1

Provide administrative support to the election process, including but not limited to: process voter registrations and ensure accuracy with the Statewide Voter Registration System; label, send out, and/or coordinate delivery of absentee ballots; participate in testing electronic voting equipment; deliver voting equipment to polling places; assist in auditing election results; assist with recounts as necessary; provide information regarding filing deadlines for finance reports and other filings; and provide administrative support to the Madison Election Advisory Committee.

Provide administrative support to the licensing process, including but not limited to: assist the public with filing license and permit applications; process and issue licenses and permits for the City of Madison and Public Health for Madison and Dane County; audit and submit license applications for approval; balance license payments with Comptroller's Office; prepare related reports; track delinquent taxes owed by license holders; prepare related correspondence.

Provide support to the Common Council by assisting in preparing agendas, packets, and proceedings; researching actions for other City agencies and the public; advising staff in City departments on proper preparation and submission of items for the Council agenda; and publishing and sending out legal notices.

Provide administrative support in the area of Records Management and Public Inquiries, including but not limited to: prepare and route contracts for signature; access records for compliance with Open Records Law; notarize documents; prepare the weekly meeting schedule and post meeting notices in accordance with Open Meetings Law; maintain a database of all city contracts, deeds, and other official documents; coordinate records storage and retention with the State Records Center; and prepare office payroll as required.

Provide support to City Treasurer's and City Assessor's Office as required.

Process Clerk's Office payroll or serve as backup for processing Clerk's Office payroll.

Perform related work as required.

Municipal Clerk 2

Perform all of the duties of the Municipal Clerk 1 and

Direct the testing of electronic voting equipment prior to each election. Independently audit election results. Oversee the assembly and mailing of absentee ballots. Train and deputize citizens as Special Registration Deputies. Audit election day paperwork for accuracy and completeness. Train new Election Officials on election procedures.

Mentor committee staff from other departments on preparing agendas that fully comply with Open Meetings Law.

Audit liquor license applications in a training capacity.

Perform related work as required.

Certified Municipal Clerk

Perform all the duties of a Municipal Clerk 1 and 2 and

Give presentations on voting, accessibility, and the elections process to community groups.

Audit and evaluate liquor license applications according to state law. Track availability of "Class B" licenses available under quotas. Issue summons for Alcohol License Review Committee (ALRC) disciplinary actions against liquor license holders. Provide support to the ALRC. Provide liquor/beer wholesalers with license holder information as requested.

Train committee staff on the legislative process and the proper use of legislative software. Maintain up-to-date records on annexations, plats, claims, bond resolutions, street vacations, and street relocations. File legal documents with the Register of Deeds and Secretary of State.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Municipal Clerk 1

Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing and database management. 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.

Municipal Clerk 2

All of the above and Working knowledge of the Wisconsin election process. Working knowledge of Open Meetings Law, Open Records Law, and Record Retention laws.

Certified Municipal Clerk

All of the above, and Thorough knowledge of the Wisconsin election process. Thorough knowledge of Open Meetings Law, Open Records Law, and Record Retention laws. Working knowledge of laws related to liquor licensing in Wisconsin. Ability to audit liquor license renewal applications. Ability to demonstrate to customers how to completely fill out a liquor license application.

Training and Experience:

Municipal Clerk 1

Three (3) years of responsible clerical experience which involved some independent responsibility for an office function or activity. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Municipal Clerk 2

At least 12 months of service in the City Clerk's office and successful completion of 1 week of the UW-Green Bay Clerks Institute, as demonstrated by submission of the complete "Final Participant's Report."

Certified Municipal Clerk

At least 5 years of service in the City Clerk's office and designation as a Wisconsin Certified Municipal Clerk (WCMC).

Special Requirements:

All positions

Obtain and maintain designation as a Notary Public within six months of employment.

Employees must be able to type at a net speed of 40 wpm with 10 or less errors.

Ability to meet the transportation needs of the position in order to deliver voting equipment and other materials to polling places.

Employees will be expected to work extended hours, including evenings and weekends in the month or more preceding elections (held in February, April, September, November). On

election days, employees will be required to work from 6 a.m. until at least 9:30 p.m. Employees will earn compensatory time or overtime for hours worked beyond their regular schedule unless other arrangements are made.

Certified Municipal Clerk

Must obtain and maintain designation as a Wisconsin Certified Municipal Clerk. In order to maintain designation as a WCMC, employees must go through 20 hours of continuing education training each year.

Physical Requirements:

Employees may be expected to lift and carry objects weighing up to 40 pounds to election sites.

Department/Division	Class Title	Comp. Group	Range
Clerk's Office	Municipal Clerk 1	20	09
Clerk's Office	Municipal Clerk 2	20	10
Clerk's Office	Certified Municipal Clerk	20	11

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date