

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Wendy Barton, Mike Quieto  
Work Phone: 266-4671
2. Class Title (i.e. payroll title):  
Administrative Support Clerk 3
3. Working Title (if any):  
Administrative Support Team
4. Name & Class of First-Line Supervisor:  
Kay Bentley, Administrative Services Supervisor  
Work Phone: 608-266-4050
5. Department, Division & Section:  
Finance Department, Administrative Support Team
6. Work Address:  
CCB Room 406
7. Hours/Week: 38.75  
Start time: 8 End time: 4:30, adjusted by the needs of various departments
8. Date of hire in this position:  
n/a
9. From approximately what date has employee performed the work currently assigned:  
varied

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10. Position Summary:

This is responsible and highly varied administrative support work performed in diverse City agencies as assigned by a central authority. This work is characterized by a considerable breadth of knowledge of City clerical/administrative activities and services, which provides for ad hoc assignment to agencies needing temporary assistance (where in-depth training or close supervision is often not feasible). Work at this level is characterized by responsibility for ongoing program activities in multiple departments and necessitates judgment, discretion and initiative in the interpretation and application of program policies, procedures and processes. Employees work with a high degree of independence in interpreting unit policies and procedures both in on-going work and as a reference source to others. Work is performed under the program supervision of the Finance Department's Administrative Services Supervisor.

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

10% A. General Clerical Functions

1. Answer telephone inquiries and in-person inquiries about government related topics
2. File documents
3. Data entry
4. Data organization and computation
5. Mathematical calculations
6. Proofread
7. Letter writing
8. Enter information into forms
9. Mail out a variety of government notices and correspondence
10. Open and distribute mail
11. Route contracts

20% B. Responsible Clerical Functions

1. File set-up and design
2. Data records set-up and design
3. Order supplies as requested
4. Compose forms
5. Receive, examine and approve insurance certificates for risk management
6. Prepare payroll as needed on an ad hoc and ongoing basis
7. Enter information into City accounting software (MUNIS) for P-cards, purchase orders and requisitions.
7. Conduct criminal background checks
8. EIV, Child Support and W2
8. Initiate contracts for approval
9. Reserve meeting rooms and arrange meetings

15% C. Ongoing Program Administration

1. Create, set up and maintain digital archives by request of agencies
2. Recruit, schedule, track training and administer payroll for Election Officials
3. Create yearly Pest Control schedule, gain approvals from Contractor and Manager, Compose letters to residents, send letters at appropriate intervals.
4. Maintain filing systems, pulling records for retention when appropriate and arranging for disposition.
5. Develop and maintain computer tracking systems to enable new programs and initiatives.

10% D. Licensing and Permitting

1. Provide forms and licensing information to applicants
2. Receive and process applications for over 100 license and permit types
3. Create digital license files and attach as requested

30% E. Elections Support and Administration

1. Register Voters
2. Answer telephone and in-person questions from the public about the election process
3. Enter all voter data into the State Voter Registration System (WisVote)
4. Issue absentee ballots by mail and in person
5. Assist poll workers opening and closing the polls
6. Drive to polling places on Election Day to assist with procedural and other problems
7. Receive and examine voting materials from polling chairpersons at the end of Election Day
8. Assist the Clerk's Office with campaign finance materials as needed
9. Participate in voter outreach to the public as requested
10. Post-election poll book and Election Day Registration entry
11. Provide training, monitoring and record keeping for satellite absentee voting locations

10% F. Legislation, Records and Research

1. Provide information to departments and the public
2. Conduct internet research as needed
3. Research State Statutes and Municipal Ordinances
4. Enter agendas and minutes in Legistar or other required format
5. Scan and attach documents to various computer files
6. Assist departments in the drafting of resolutions as needed

5% G. Notarial Services, Certifications, Witnessing

1. Notarize for government officials and the public
2. Certify documents for those requesting them
3. Witness contract signatures
4. Witness legal documents

12. Primary knowledge, skills and abilities required:

Thorough knowledge of diverse departmental policies, procedures and functions. Thorough knowledge of related City services and/or community resources. Ability to be scheduled to take ongoing responsibility for projects and programs in other departments. Ability to understand and explain departmental or programmatic regulations. Ability to maintain a high level public contact and to effectively communicate programmatic information. Ability to serve as the first level of customer contact and problem resolution and to effectively refer inquiries. Ability to independently perform a delegated office function or assume area of administrative responsibility in a variety of departments on an ad hoc or ongoing basis. Knowledge of Specialized software used in various agencies. Ability to type at a net speed of 40 words per minute with 10 or less errors. Ability to perform accurate mathematical calculations. Ability to maintain effective working relationships. Ability to effectively communicate orally and in writing.

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13. Special tools and equipment required:

Software, including: SharePoint, KnowledgeLake, WisVote, Accela, MUNIS and other Tyler applications, New World, Legistar, the Microsoft Office suite, Contract Routing, Elite Live and other department-specific software; use of a computer; use of photocopier and multi-function networked devices; use of two-way radios and other dispatch equipment; Credit card and other payment processing equipment as used in various departments

14. Required licenses and/or registration:

Wisconsin Election Commission WisVote and Election Administrator training, Program-specific confidentiality training, HIPPA certification, HUD-certified EIV security awareness trainings as mandated, maintaining certification as a Notary Public, SharePoint Site Owner training, additional software training as needed

15. Physical requirements:

Ability to occasionally lift up to 40 pounds.

16. Supervision received (level and type):

Work is performed under the supervision of the Finance Department Administrative Services Supervisor

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).

\_\_\_\_\_  
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).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

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