

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone: 608-266-4601

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

Deputy Clerk

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 position of Deputy Clerk guides licensure in the City Clerk's Office. They work together with Municipal Clerk positions as a team to offer impartial license administration, administer elections, 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. This position will act on behalf of the City Clerk during absences and/or as specifically delegated in order to provide for continuity of services. We exist to assist.

11. Position Summary:

Deputy Clerk

High-level deputized clerk position responsible for the oversight, direction, and coordination of alcohol and other licenses and permits in the City Clerk's Office. The Deputy Clerk will also provide lead worker duties and technical administrative leadership in all areas of the Clerk's Office, including election administration, open meetings law and legislative support, open records law and public inquiry, daily administrative operations, and equity efforts. This position requires expert knowledge of Wisconsin statutes and Madison General Ordinances on alcohol licensure, Wisconsin municipal clerk statutory duties, and City of Madison Clerk's Office functions.

The Deputy Clerk is responsible for fulfilling election tasks as needed and comprises 40% of the position duties. Assumed Election tasks may be any the outlined duties within the municipal clerk series, commensurate with experience. The full scope of election duties are listed below. This position is expected to fulfill one or more lead worker roles as coordinator and subject-matter expert. Lead worker roles may include polling place acquisition and coordination; 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 curriculums; 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.

This position is expected to monitor performance, respond to and resolve interpersonal conflicts, and refer insubordinate actions to the City Clerk. This position may issue formal disciplinary action to hourly employees, This position may also provide guidance and leadership to employees in the Municipal Clerk classification who are fulfilling lead worker roles.

Under the direction of the City Clerk, this position may fulfill certain duties in the absence of the City Clerk, including, but not limited to: participating in media interviews; representing the office at local recounts; representing the office at local and national conferences and seminars; training advanced election officials; and, participating in end-user testing of Clerk's Office and/or State of Wisconsin software programs. 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.

Deputy Clerk will or will have completed 3 years of the UW-Green Bay Municipal Clerks' and Treasurers' Institute, and have attained 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.)

50% I. Licensing

A. License/Permit Application Processing and Assistance

- Prepare clear and concise liquor license application instructions for Clerk website.
- Process and issue licenses and permits in the licensing software, Accela, for the City of Madison and all environmental health licenses for Dane County.
- Act as liaison between the Health Department and Health license applicants.
- Follow up with applicants for incomplete applications and other correspondence.

- Assist the public with filing license and permit applications, navigating the online licensing portal, and answering questions about what the law will allow or prohibit.
- Route liquor license applications to aldermanic, police, neighborhood, and other contacts.
- Correspond with license applicants regarding the status of their license.
- Route and monitor picnic beer permit workflow and approvals.
- Create and regularly update license application forms and informational materials to assist the public in navigating the application process.

B. Alcohol License Review Committee (ALRC)

- Prepare the annual ALRC schedule and calendar of application deadlines.
- Obtain and track approvals in Accela from various City agencies.
- Publish public hearing notices.
- Prepare legislative files for the ALRC.
- Prepare ALRC agendas, consent agendas, and minutes.
- Serve as the staff person to the ALRC.
- Assist members of the public with registering to speak before the ALRC.
- Issue summons for ALRC disciplinary actions against liquor license holders.
- Train new ALRC members on alcohol licensing in the City of Madison and committee procedures

C. License Renewals

- Prepare clear and concise liquor license renewal materials on an annual basis.
- 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.
- Oversee the liquor license renewal process and the subsequent auditing of liquor license applications within the City Clerk's Office each spring, according to state law. This will include assigning license renewals to other Clerk's Office personnel for auditing, tracking the progress of the audits, and providing guidance within the office as questions arise during the auditing process.

D. Regular License Maintenance and Monitoring

- Balance license payments with City Treasurer by applying payments, conducting fund transfers, and issuing refunds in the event of an overpayment.
- Audit and prepare licenses and operator reports for Common Council meetings.
- Track availability of "Class B" licenses available under state quota.
- Track liquor licenses granted but not yet issued, to ensure they are meeting the Statement of Interest deadline of Madison General Ordinance Section 38.05(3)(a)12.

- Appear in court on behalf of city regarding liquor license proceedings.

E. Reporting and Collaboration

- 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.
- Lead one Clerk's Office staff meeting each week to provide updates on licensing matters.
- Prepare reports for city, county, state, and federal agencies.
- Provide liquor/beer wholesalers with license holder information as requested.
- Respond to press inquiries about license applications and license proceedings.

F. Expert in the field

- Keep abreast of licensing laws by attending trainings and monitoring Wisconsin Department of Revenue (DOR) memos.
- Create written procedures, guides, checklists, and best practices for internal licenses processes.
- Provide support to Accela users in other agencies.
- Train new Common Council members on alcohol licensing in the City of Madison

40% II. Election Administration

A. Transparency and Outreach

- 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

- 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.
- 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.
- Generate advanced reports using WisVote advanced filters to fulfill open records requests and to identify and clean up data discrepancies.
- Manage advanced election plans in WisVote by preparing polling place assignments and reporting unit plans.
- As an expert-level user, participate in WisVote testing and studies through WEC.

C. Election Operations

- 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.
- 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.
- Provide guidance to employees in the Municipal Clerk II classification who are fulfilling lead worker roles.

D. Staffing and Training

- 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.
- Issue formal disciplinary action to hourly employees and election officials.

- Direct hourly 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 hourly hired for various election operations.
- Develop training curriculum for various election operations.
- Train chief inspectors in the absence of the City Clerk.

E. Election Equipment and Polling Places

- 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.
- Repair advance election equipment malfunctions on Election Day and coach Chief Inspectors on emergency procedures when a tabulator malfunctions.
- Direct stagehands and hourly 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.
- Prepare edit listings for the public test to ensure tabulators are reading every ballot style and contest correctly.
- Facilitate the recruitment and adoption of accessible polling places.

F. Post-Election Audits and Reconciliation

- 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.
- 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.
- Represent the City Clerk's Office at a recount in the absence of the City Clerk.

G. Campaign Finance

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

- Notify District Attorney of campaign finance violations.

H. Experts in the Field

- 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.

4% III. Open Meetings Law and Legislative Support

- Post agendas and minutes for all Boards, Commissions, and Committees (BCC) in all required spaces (online and physical), and proofread 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 interests.
- Train BCC staff on the legislative process and Legistar, and provide assistance on troubleshooting Legistar.
- Mentor BCC staff from other departments on preparing agendas to fully comply with the Open Meetings Law.
- Advise staff in other City departments on properly preparing and submitting items for Common Council consideration.
- Research Common Council action for City agencies and the public.
- Publish legal notices, ordinances, and proceedings.
- 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.
- Participate in city-wide discussions on Open Meetings process improvement.
- Staff Common Council meetings.
- Prepare Common Council agenda, packets, and proceedings.
- Send claim disallowance letters via certified mail.
- Maintain up-to-date records on annexations, plats, claims, bond resolution, street vacations, and street relocations.
- File legal notices with the Register of Deeds and Secretary of State.
- Staff Ad Hoc Committees at the direction of the Mayor.

3% IV. Open Records Law and Public Inquiry

- 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 the Attorney General's Office.
- 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.

3% V. Office Administration and Equity

- Sign contracts and other City documents on behalf of the City Clerk.
- 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.
- Participate and/or lead special programs, such as census redistricting efforts, Town of Madison attachment plan, civic outreach, and management software transitions.

13. Primary knowledge, skills and abilities required:

- Thorough knowledge of general office procedures, practices, and equipment.
- Working knowledge of the rules, policies, procedures, and practices pertinent to the role of a Common Council in conducting municipal legislative matters.
- Working knowledge of state and local laws governing the functions of the City Clerk's office.
- Working knowledge of City, State, and Federal election processes.
- Working knowledge of local, state, and federal liquor license laws and procedures.
- Working knowledge of and ability to use computer software applicable to the duties of the position, including Microsoft Word, and database programs.
- Ability to apply an equity lens to each licensing process within the office.
- Ability to work effectively with multicultural communities.
- Ability to develop and maintain effective working relationships with the Common Council, various department representatives, other governmental agencies, diverse customers, community members, and co-workers.
- 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 deadline.
- Ability to write clear and concise minutes, informational materials, and correspondence.
- Ability to assemble and evaluate information and prepare reports.

- Ability to train, lead and coordinate staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to make routine mathematic computations.
- Ability to type at a net speed of 30 wpm.
- Ability to lift and carry 40 pounds.
- Ability to obtain and retain designation as a Notary Public.
- Ability to maintain adequate attendance.
- Exemplary customer service skills.

14. Special tools and equipment required:

N/A

15. Required licenses and/or registration:

Possession of a valid driver's license or ability to meet the transportation needs of the position in order to deliver election equipment to polling places

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

16. 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. Occasionally, this position will require the ability to lift and carry 40 pounds in order to transport and deliver election equipment to polling places.

17. Supervision received (level and type):

Work is normally performed under the general supervision of the City Clerk.

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/employeenet/policies-procedures/position-descriptions.