

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

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

Lead Clerk

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lydia McComas, Clerk

Work Phone: 608-266-6574

5. Department, Division & Section:

Clerk's Office

6. Work Address:

210 Martin Luther King Jr Blvd
Room 105, City-County Building
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 9:00 a.m. End time: 5:00 p.m.

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 Lead Clerk will oversee the elections and other programs within the City Clerk's Office. In this role, the Lead Clerk will exemplify equity principles and practices to promote the inclusion and full participation of all residents in the democratic process. In addition, the Lead Clerk will be responsible for implementing multiple administrative programs including licensing, the legislative process, contracting, and open records, and budget. The position will report to the Deputy Clerk.

11. Position Summary:

The Lead Clerk will perform advanced duties within the Clerk's Office with a focus on election administration, licensing, and administrative coordination. This position serves as a resource to Clerk's Office staff, provides day-to-day guidance and training, and assists in implementing established procedures and priorities. The Lead Clerk works under general direction from the Deputy Clerk and exercises independent judgement with defined guidelines.

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

70% A. Election Administration

1. Lead core work in election areas, ensuring compliance to relevant federal, state, and local laws and ordinances.
 - i. Absentee voting administration
 1. Coordinate absentee voting operations, including in-person absentee voting locations, absentee ballot mailing, drop box logistics, and health care facility voting.
 2. Assists in maintaining secure and accurate absentee ballot processes and compliance with election laws.
 3. Provide guidance to staff on absentee procedures and assists in resolving issues that arise during absentee voting.
 - ii. Election Day Logistics
 1. Coordinate preparations for Election Day operations, including scheduling, materials organization, and communication with election officials.
 2. Support polling place coordination, including setup, supplies, and accessibility compliance.
 3. Assist with post-election activities such as audits, recounts, and ballot reconciliation.
 4. Supports ballot access processes for candidates and assists with equipment testing and maintenance.
 - iii. Data and Records Maintenance
 1. Perform WisVote data entry and quality control, maintaining accurate voter registration and election data.
 2. Assist with organizing and maintaining election materials in accordance with retention schedules.
 3. Prepare reports and data analysis for internal and external use
 4. Support responses to public records requests related to elections and voter data.
 - iv. Outreach
 1. Assist in developing and distributing voter outreach and education materials
 2. Coordinate logistics for outreach events and community presentation
 3. Assist in maintaining Clerk's Office social media platforms
 4. Work closely with community partners to ensure equity and transparency in elections and outreach

15% B. Licensing

1. Review and process applications for alcohol, health, event, and other city licenses
2. Provide information to applicants regarding licensing requirements and timelines
3. Verify documentation, process renewals, and maintain licensing records
4. Support coordination of the Alcohol Licensing and Review Committee

15% C. Administration

1. Assist with departmental planning efforts and provide input on process improvements and office operations
2. Prepare and track budget-related documentation and monitor expenditures
3. Process and route open records requests, complaints, and correspondence
4. Coordinate with other departments and agencies to facilitate administrative workflows
5. Participate in specialized projects and contribute to Clerk's Office service improvements
6. Maintain familiarity with city policies, procedures, and applicable laws related to Clerk's Office functions.

13. Primary knowledge, skills and abilities required:

- Local government administration
- Read and understand technical information and election laws
- Clear communication

- Compile and present reports

14. Special tools and equipment required:

- Ability to meet the transportation needs of the position.
- Ability to obtain notary public certification.
- Certification through the Wisconsin Municipal Clerk Program is required within three (3) years. Failure to obtain this certification within the probation/trial period will result in the employee not passing probation/trial period, absent extenuating circumstances.
- The employee will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

15. Required licenses and/or registration:

16. Physical requirements:

Work is performed in an office environment with flexible desk height and using standard office equipment such as computer, telephone, and copier. Work may involve occasional travel to offsite City facilities to attend various meetings.

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/employeenet/policies-procedures/position-descriptions.