

MUNICIPAL CLERK LEADWORKER

CLASS DESCRIPTION

General Responsibilities:

The Municipal Clerk Leadworker 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.

Examples of Duties and Responsibilities:

Oversee and 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.

Oversee and 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.

Oversee and 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; Prepare reports and data analysis for internal and external use; and prepare office payroll as required.

Assist in staff training; assign, monitor and assist in evaluating the performance of staff. Establish work priorities and procedures. Resolve questions regarding policy and procedure interpretation and office functions. Recommend and participate in the revision

of procedures and operational changes. Perform more challenging aspects of the operational functions and activities of the Clerk's Office.

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

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.

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.  Assist with ensuring compliance with regulatory agencies to include the City of Madison, Dane County Clerk's Office, and Wisconsin Elections Commission.

Assist with implementing policies and procedures to promote excellence and compliance with applicable local, state and federal regulations.

Compile and complete various reports and records.

Assist with related Community Outreach and developing education materials. Assist in the maintenance of the agency website and social media content.

Maintain awareness of changes in legislation on both the State and Federal levels.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

At least 3 years of service in the City Clerk's office, designation as a Wisconsin  fied Municipal Clerk (WCMC) within 3 years, and 1 year of leading Clerk's Office programs and projects.

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 these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment

Knowledge, Skills and Abilities:

Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing and database management. 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. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of record management principles and practices incorporating appropriate technological applications. Ability to audit liquor license renewal applications. Ability to demonstrate to customers how to completely fill out a liquor license application. 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 write clear, concise meeting minutes, informational materials, and correspondence. Ability to assemble and evaluate information and prepare reports. Ability to prepare statistical reports. Ability to work effectively with multicultural populations. 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.

Necessary Special Requirements:

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.

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 various City facilities in order to attend various meetings.

Department/Division	Comp. Group	Range
Clerk's Office	20	17

Approved: _____
 Erin Hillson
 Human Resources Director
 Date