

**CITY OF MENASHA**  
Position Description

**Position Title:** Deputy City Clerk/Administrative Assistant

Departments: City Clerk/Mayor/City Attorney

Status: Non-Exempt

Position Reports To: Mayor/City Clerk/City Attorney

Date of Description: December 2015

**SUMMARY**

Performs general administrative duties and assists the Mayor and City Clerk in all aspects relative to those functions including confidential matters. Also acts as Deputy City Clerk. Under general supervision performs confidential, varied and highly responsible clerical work and assists the City Attorney.

**ESSENTIAL FUNCTIONS to include the following:**

- Performs clerical duties, including answers telephone, files, open/sorts mail, photocopies, types and/or transcribes letters, memos, resolutions, ordinances and other legal documents and confidential material.
- Provides customer service to residents.
- Composes correspondence to include letters, resolutions, ordinances, proclamations.
- Prepares agendas, draft minutes and other documents for Common Council and Committees and places on the City website.
- Assembles Council packets for Aldermen, Department Heads and Media.
- Prepares and issues licenses, oaths of office and other forms for Mayor and City Clerk.
- Assists the City Clerk with elections and elections preparation, including maintenance of absentee voter databases and the Statewide Voter Registration Program.
- Assists the City Clerk, Mayor and City Attorney in activities as assigned relative to their offices.
- Acts as Deputy City Clerk to fulfill all essential functions of the City Clerk position description in the absence of the City Clerk.
- Maintains and updates City webpages for the offices of the Mayor, City Clerk and City Attorney.
- After consultation with the City Attorney, prepares legal documents such as pleadings, briefs, stipulations and subpoenas, organizes and maintains case files.
- Assists the City Attorney with municipal court and processing claims, including preparing, organizing, monitoring and maintaining records, phone calls to individuals and/or attorneys and scheduling witnesses.
- Monitors office equipment and inventory; and purchases all supplies for the offices of Mayor, City Clerk and City Attorney.
- Attends training pertaining to Deputy Clerk duties and other clerical duties.
- Responsible for the public relations and image of the City of Menasha, the Mayor, City Clerk and City Attorney.
- Report for work as scheduled.

### **NON-ESSENTIAL FUNCTIONS, not inclusive list**

- Assist other departments in clerical activities as needed.

### **REQUIREMENTS OF POSITION**

- Requires graduation from high school or equivalent, Associates Degree preferred and minimum of three years experience as an administrative assistant, with additional training in administrative assistant skills, or combination of experience and training which provides the following knowledge, abilities and skills:
  - Type and perform word processing accurately at a minimum of 50 words per minute.
  - Accurately perform alphanumeric data entry.
  - Excellent knowledge of English and grammar.
  - Prepare clear and concise reports from records and documents.
  - Effectively and efficiently meet required deadlines.
  - Efficiently operate general office equipment to include but not limited to: telephones, copy machines, fax machines and computer scanners.
  - Proficient use of computer and software including Microsoft Word, Excel, Power Point and Access products.
- Ability to function efficiently and accurately under pressure; ability to make decisions; ability to maintain administrative, fiscal, and general records; ability to maintain and update files in a written and electronic format
- Ability to successfully complete and maintain Wisconsin Municipal Clerks Institute Certification and Notary Public
- Skill in maintaining an effective working relationship with the City Council, elected officials, employees and the general public.
- Skill in dealing with various situations with tact and understanding.
- Ability to effectively communicate orally and in writing.
- Some overtime is required.
- Ability to learn and consistently follow procedures and processes.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Wisconsin Drivers License.
- Wisconsin Municipal Clerks Institute Certificate, desirable.
- Notary Public, desirable.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear; sometimes light – medium lifting and carrying required.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

## **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.