

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Deputy Clerk / Accounts Payable Specialist **Department:** County Clerk

Reports to: County Clerk

Pay Grade: G

Date: May 3rd, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to provide effective financial and clerical services focused on account payables and account receivables, and to provide necessary support to the County Clerk in providing all mandated and required services of the County Clerk's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Deputy Clerk:

- Serves as County Clerk in Clerk's absence under Wisconsin State Statute 59.23(2)
- Takes marriage license applications and enters them into the State Vital Records System
- Collects payments for marriage licenses, copies, plat books, and maps.
- Maintains money supply in cash box balancing on a bi-monthly basis against receipts.
- Keeps report to verify money collected by County Clerk Office.
- Performs reception tasks. Greets visitors, answers telephone, takes messages, answers routine questions, and prepares marriage applications and licenses.
- Maintains County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintains County personnel policies, Board rules and committee structure.
- Operates and maintains office equipment (computers, printers, typewriter, calculator, copier and shredder).
- Enters voter information into the SVRS system after an election including new voter applications.
- Takes minutes at election canvass meetings.
- Records all elections results into the official elections results book.
- Compiles and maintains information for the Richland County Directory.
- Performs the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

Accounts Payable Specialist:

- Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.
- Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- Maintain County personnel policies, Board rules and committee structure.

- Type and mail Tr-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routing replies to correspondence.
- Performs other necessary duties as required to include assisting with election functions as directed.
- May be assigned as backup of all Accounting Supervisor and Payroll and Benefits Specialist functions of the County Administrator's Office.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year work experience in clerical support
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Must be proficient in Microsoft Excel and Microsoft Word
- Must be able to operate and maintain office equipment (computers, printers, calculator, copier, shredder etc.).

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State regulations and non-routine correspondence and laws pertaining to Marriage Licenses and Elections.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

~Approved 22 Apr 2021, County Administrator