



**City of Park Falls  
Position Description for**

**CITY CLERK**

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**GENERAL NATURE OF POSITION**

Under the direction and supervision of the City Administrator, this position is responsible for the City Clerk duties as defined in Wisconsin Statutes and City ordinances. The employee performs responsible work of an administrative nature in the area of tax collection, elections, licensing and cash receipt. This position is a non-exempt position.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Responsible for care and custody of the corporate seal and papers and records of the City.

## **City Clerk Position Description- 2**

- Responsible for making papers and records available for inspection during regular business hours.
- Attends Board and Committee meetings as assigned. Takes and transcribes minutes. Maintains full records of the proceedings and minutes of all City Boards, Commissions and Committees.
- Issues various licenses and permits including liquor, cigarette, beverage etc.
- Oversees and administers the City's records management system.
- Develops and maintains an indexing of all meetings, actions, and related proceedings.
- Administers oaths and affirmations.
- Assists the Administrator with the management and maintenance of official personnel files for all departments, including benefit, medical, FMLA and Alternative Work Product files.
- Ability to establish and maintain effective working relationships with others.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Performs pre-employment and termination interviews with employees to ensure all benefit documents are correctly administered.
- Serves as City agent for health, dental and life insurance, retirement, deferred compensation, and disability programs.
- Administers the County and State Voter Registration System and receives all voter registrations. Prepares all required election notices for publication.
- Maintains City voter registration list and prepares absentee ballots and related election materials.
- Trains and coordinates election workers and Board of Canvassers and is responsible for administration and supervision of all general municipal and special elections in accordance with Federal, State and City election laws and regulations.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Post High School education with emphasis on management or administration. Bachelor's degree in political science, business administration or related fields, desirable.

## **City Clerk Position Description- 3**

Certified Municipal Clerk of Wisconsin (CMCW) or the desire to obtain one or both certifications is strongly encouraged. Must be bondable according to State Statutes.

Additional continuing education and training may be required.

### **RESIDENCY**

Residency within the City is encouraged.

### **ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES**

- Knowledge of Federal and State election laws and regulations.
- Ability to record and transcribe meeting minutes.
- Ability to identify and implement process modifications to improve operational performance. Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Ability to share information readily between city administration, public works, police, Fire/EMS, building inspector/assessor, library, and other city staff. Need strong verbal and written communication skills.
- Ability to maintain confidential information.
- Requires ability to work closely and courteously with the city staff, public, Mayor and City Council.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires ability to initiate and receive correspondence using the City telephone and electronic mail systems.
- Requires the use of other office equipment and tools, such as copiers, fax machines, computers, and calculators. Requires knowledge of modern office practices.
- Ability to calculate, compare, edit, evaluate, interpret, organize, consult, analyze, plan, design, document, specify, coordinate, implement, present, supervise and manage. Ability to react to change productively and to complete tasks initiated and/or assigned. This position requires the ability to multi-task and manage interactions appropriately with the public, Mayor and City Council and co-workers.

**City Clerk  
Position Description- 4**

- Ability to work independently and complete projects without constant guidance and supervision.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The Physical Demands described here 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.

Requires prolonged sitting, frequent bending, stooping, or stretching. May require lifting up to 30 pounds. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters and symbols. Requires the ability to adjust and operate office equipment. Hearing is required.

**WORK SCHEDULE**

Monday through Thursday – 8:00 a.m. to 4:00 p.m.  
Friday – 8:00 a.m. – 12:00 p.m.

**The City of Park Falls is an Equal Opportunity Employer**

I have read and acknowledge receipt of the above job description:

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

