

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **SPECIAL MEETING OF THE VILLAGE BOARD**

DATE AND TIME: **MONDAY, FEBRUARY 20, 2017 7:00 p.m.**

LOCATION: **Germantown Village Hall Board Room**

- I. **CALL TO ORDER** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.
- II. **ROLL CALL**
- III. Request to Fill Vacancy of Deputy Clerk Position
- IV. **ADJOURNMENT**

***PLEASE NOTE** that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 250-4740.*

**BUSINESS OF
THE VILLAGE BOARD, GERMANTOWN, WI**

MEETING DATE: February 20, 2017

PLACEMENT NEW BUSINESS

ITEM TITLE: Request to Fill Vacancy of Deputy Clerk Position

SUBMITTED BY: Barbara K. D. Goeckner, Village Clerk

SUMMARY EXPLANATION:

Tanya Raymond resigned her position with no notice, on February 15, 2017.

I respectfully request and recommend refilling this position as soon as possible with another fulltime Deputy Clerk.

Attached is the job description for this position.

We are in the middle of election work for the Spring Primary Election to be held on February 21st and due to other issues within our office, it is imperative that we hire someone as soon as possible to fill this vacancy and continue seamlessly with the Election process as well as our other duties. We continue working on all other items and duties of the office and overtime will be required during the time this position is vacant and possibly for a time after it is filled, to catch up on anything not completed.

By approving to fill this vacancy as soon as possible it will allow the Village Clerk's office to hire someone and if they are not already trained we can start their training as well as have them get on the job experience with all election details as well as other office requirements, to prepare them for the April 2017 elections as well as all licensing renewals during March thru May.

ATTACHMENTS:

1. Deputy Village Clerk Job Description
2. Employee Vacancy Justification worksheet
3. Village Clerk's Dept. Organizational Chart

RECOMMENDATION:

Motion to unanimously approve the Employee Vacancy Justification for the current Deputy Village Clerk position and approve the Clerk's request to fill the Clerk's Office vacancy with a fulltime Deputy Village Clerk.

ACTION BY Committee:

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: DEPUTY CLERK

Department: CLERK'S OFFICE

Pay:	Deputy Clerk Scale – Minimum	\$39,938
	Mid-Range	\$45,169
	Maximum	\$49,132

How long was the previous personnel in position: Approximately 8 months

Can the Position be: Deferred for a period of time? Yes No: X

Why: The Spring Primary Election is on February 21st and the Spring Election is on April 4th. We are in full swing of preparing for the election coming next Tuesday and the last Deputy Clerk resigned and left the office yesterday, February 15th. We are also working on the liquor licensing renewal process as well as applications/renewals for several other types of licenses. This is also the time that we solicit applications for Committee/Commission and Board appointments so we can hold a gathering in March for information to provide to those applying as well as those already on committees, etc., The reorganizational meeting will take place in April so the remaining tasks with appointments must be completed after the meet and greet date. The day to day tasks regarding agendas, minutes, other licensing and record keeping continue in addition to the election and liquor license requirements. We need to go through the hiring process and training and preparing the individual hired, for the April election, as well as all other processes of the Village Clerk's Office as soon as possible.

Transferred or shared with existing staff: Yes No: X

Why: With even 3 office staff, including myself, we are having difficulty keeping up with the work load due to the continually increasing demands of the election duties and requirements and training new staff. The newest Deputy Clerk just began this week and while she comes with great knowledge and experience, there is still a lot to learn on our specific processes, with a number of those only occurring at this time of year during their annual renewal/appointment period. As has been evidenced during past breaks in staffing in the Clerk's office, other work gets pushed to the back burner during these office shortages and we must work even more overtime just to keep up with the day to day items and later to catch up on all items which were pushed back and still need completion.

Consolidated with another position? Yes No: X

Why: The office is already limited to just one other Deputy Clerk who is handling a large share of her own duties.

Privatized/Contractual?: Yes No: X

Why: Not feasible for this type of position.

** Attach current job description and department organizational chart and submit to General Government and Finance Committee.



Department Director
Signature/approval

2-16-17

Date



Village Administrator
Signature/Approval

2-16-17

Date

Village of Germantown Position Description

Job Title: Deputy Clerk

Department: Village Clerk's Office

Reports To: Village Clerk

Compensation Plan: Union: Office Technical/Clerical

FLSA Status: Non-Exempt

Dates Modified: October 1995, 2006, November 2013

Selection: Village Clerk

GENERAL STATEMENT OF DUTIES:

Provides a variety of routine and complex clerical and administrative tasks associated with the administration of the Village, performing all required duties of the Village Clerk in her/his absence and assisting in the overall operating of the office.

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this class must execute office functions and procedures in the Village Clerk's office as governed by State Statutes and local ordinances. The work involves contact with other municipal officials and the general public. The employee in this position works under the general direction of the Village Clerk but is expected to initiate and follow through on routine projects. The employee in this position must be able to coordinate work on several projects and at times work under pressure. The Village Clerk is available for guidance on difficult and non-recurring problems.

This employee performs a variety of responsible clerical tasks that requires strict accuracy, organization skills and attention to detail. Exceptional customer service traits are highly desired.

SUPERVISION RECEIVED:

Works under the general supervision of the Village Clerk

SUPERVISION EXERCISED:

None.

Deputy Clerk Position Description

EXAMPLES OF DUTIES PERFORMED:

Performs all required duties of the Village Clerk in her/his absence.

Assists the Village Clerk in her/his duties and in the operation of the office.

Assembles and distributes Village Board and other Board/Commissions/Committee packets, including the photocopying and assembly of all supporting documents and accompanying materials, to the appropriate people, in a timely manner and in compliance with the Open Meetings Law.

Assures proper set up of meeting rooms before and after meetings.

Attends regular and special Village Board, Committee of the Whole, and other meetings as required; performs an accurate recording of the proceedings, drafts preliminary minutes for review by the Village Clerk, types and distributes final minutes.

Types and distributes calendar of meetings in Village Hall, provides meeting information to outside organizations.

Posts notices of Village meetings at official bulletin boards, on Village website and on cable access channel in accordance with statutory and Village posting requirements.

Reviews publication invoices and verifies affidavits of publication of legal notices.

Sends renewal information. Accepts applications, obtains approvals, prepares documents, collects fees and maintains all files and records for all licenses and permits, including but not limited to: intoxicating liquor, fermented malt beverages, direct sellers, cigarette, coin-operating machines, fireworks, animal fanciers, kennels, dances, entertainment, in accordance with applicable Village ordinances and regulations.

Prepares required reports for Department of Revenue.

Assists the Village Clerk with all election duties, including but not limited to: registration of voters, updating and maintaining of registration records, assisting voters with and processing of absentee ballots, setting up polling places, attending to the needs of poll workers, tracks required training for all poll workers, compose training materials for poll workers, forms, reports, letters, memos and other documents as required, maintains and provides statistical data related to elections.

Coordinates Nursing Home and other absentee voting. Perform all post-election follow-up including completion of all Government Accountability Board election reports.

Perform and oversee all Statewide Voter Registration System (SVRS) record maintenances as directed by the Government Accountability Board.

Provides public records/information to citizens, civic groups, the media and other agencies as requested.

Deputy Clerk Position Description

Answers questions from the general public regarding government officials, procedures, municipal regulations, meeting schedules, licenses, etc.

Notarizes licenses and other official documents.

Types correspondence and reports for Village Clerk and Village Administrator, as required.

Coordinates outside services for technology.

Attends seminars and workshops related to Deputy Village Clerk's duties and responsibilities.

Performs related duties as directed by the Village Clerk.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the clerical and business office procedures, terminology, and equipment; working knowledge of state and municipal regulations and procedures.

Skill in operation of listed tools and equipment, skill in minute taking by shorthand or other applicable method.

Skill in diplomacy and interpersonal communications. Ability to follow complex oral and written directions and to work independently without supervision; ability to display initiative; ability to comprehend and accurately record the proceedings of meetings; ability to deal with confidential matters and maintain confidentiality; ability to establish and maintain effective working relations with employees, other departments, officials, agencies and the public; ability to handle stressful situations and/or with frequent interruptions; and ability to make mature and sound judgments.

DESIRED EXPERIENCE AND TRAINING:

High School graduation or GED equivalent, supplemented by vocational/technical courses in office practices or secretarial science.

At least five years' experience working in an office environment.

SPECIAL REQUIREMENTS:

U. S. Citizen.

Eighteen (18) years of age or older at date of appointment.

Wisconsin Driver's License, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of appointment, and maintain throughout employment.

Deputy Clerk Position Description

Notary public certification – possess, or ability to obtain within six (6) months of date of appointment.

Must be bondable.

Wisconsin Certified Municipal Clerk (WCMC) designation – possess, or ability to obtain within 5 years of date of appointment.

PHYSICAL DEMANDS:

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.

While performing the duties of this position, the employee is routinely required to walk, stand and sit as needed. The employee may on occasion be required to lift and/or move objects weighing up to 30 pounds and is required to stoop, bend or crouch. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment, and perform work at a computer terminal. The employee is required to operate a motor vehicle. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Including but not limited to: typewriter; personal computer including word processing and database software, such as Microsoft Office products; 10 key calculator; copy machine; fax machine; Dictaphone; overhead projector; mark sense voting equipment; tape recorder.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

This work environment has a moderate noise level.

Prepared by the Village Clerk: November 2013

Reviewed and Approved by General Government & Finance Committee: November 19, 2013

Reviewed and Approved by the Village Board:

