

MENOMINEE COUNTY, WISCONSIN  
POSITION VACANCY

<b>Position Title:</b> Deputy Clerk	<b>Department:</b> County Clerk	<b>Division/Section:</b> N/A
<b>Classification:</b> Part Time Hourly up to 24- hours/week	<b>Wage:</b> Not to exceed \$17.63 per hour	<b>Supervisor:</b> Clerk
<b>Supervision Exercised:</b> None	<b>Posting Date:</b> 11-1-2023	<b>Deadline Date to Apply:</b> Until filled
<b>Position Summary:</b> This position assists the Clerk with his/her statutorily assigned duties, including working with our financial software. Issue marriage license, preform election administration duties, maintaining records, minutes and files, and performing the duties of the Clerk in his/her absence. This position is subject to appointment by the Clerk pursuant to Wis. Stats. 59.25(2).		

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keeps a true and accurate record of the invoices and payables that are processed in the Clerk's office.
- Provides information, assistance to residents on voting.
- Works in the State of Wisconsin's voting portal, enters new registrations and voting information at the clerk's request.
- Works with State of Wisconsin websites for issue of marriage licenses and other required reports.
- Serves as secretary of the Board in the absence of the Clerk, prepares and post meeting agendas and meeting packets, and meeting minutes at the request of the Clerk.
- Performs all other duties assigned by the clerk.

**MINIMUM QUALIFICATIONS AND SKILLS:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Education and/or Experience. Interested applicants must possess a high school diploma or general education degree. As an appointed official, there are no minimum experience requirements.
- Specialized Knowledge. The ideal applicant should possess the following specialized knowledge: Computer programs utilized within the department which currently are New World Financial software. Training can be provided; data processing systems; County administrative policies, rules and procedures; oral and written communications; managing interrelated operating units; making work-related decisions in accordance with laws, regulations, and policies and procedures; Prioritizing and organizing a variety of responsibilities; communicating and enforcing departmental and County policies and practices; and recording and maintaining records accurately.

- **Physical Demands.** The Deputy Treasurer is required to stand occasionally (1-33%); walk frequently (34-66%); sit continuously (66-100%); use hand dexterously (use fingers to handle, feel) continuously (66-100%); reach with hands and arms occasionally (1-33%); climb or balance never; stoop, kneel, crouch or crawl never; talk or hear frequently (34-66%); taste or smell never; physically lift and carry up to 10 pounds continuously (66-100%); and physically lift and carry up to 25 pounds occasionally (1-33%); and not physically lift in excess of 25 pounds.
- **Hazardous Conditions.** Essential job functions are of an administrative nature performed in an office environment. Duties of the job may involve some disagreeable human interactions but risks and hazards can be minimized with risk management procedures, sound judgment and county procedures.

**SPECIAL REQUIREMENTS:**

- The person so appointed shall take and file an oath of office.
- The person must be bondable.

**BENEFITS:** To see a summary of Menominee County's benefits, visit Menominee County's website at [www.co.menominee.wi.us](http://www.co.menominee.wi.us) and click on the "Career Opportunities" tab.

**APPLICATION PROCESS:** A complete application includes all of the following:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at [www.co.menominee.wi.us](http://www.co.menominee.wi.us));
- Current resume (resume should emphasize administrative support, especially if no technical or associate degree);
- Copy of high school diploma or GED;
- Copy of valid drivers license.

Unsigned or incomplete applications, and applications not including all of the information listed above, will be screened out.

Please submit all required information in person to the County Clerk's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

**Menominee County Courthouse**

Attn: County Clerk's Office

P.O. Box 279

Keshena, WI 54135

Please call 715-799-3311 if you have any questions or need assistance.

*Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*