

# Job Description

## Deputy Town Clerk

### Town of Omro

#### **Position Objectives:**

Assists the Town Clerk and performs administrative and clerical work in conducting the daily business of the town, including financial management and statutory clerk functions. Serves as one of the top election officials for the municipality and helps to oversee and execute all Federal, State and local elections. Assists in preparing the annual budget. Handles correspondence on behalf of the town, and executes assignments given by the Town Clerk including assisting with basic accounting and record management. Works under general supervision of the Town Clerk.

#### **Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, be able to prioritize, and work independently. The requirements listed 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.

#### **Minimum Requirements:**

The qualifications for this position include at minimum a high school diploma or equivalent; vocational/technical training and/or related business experience a plus. Experience with Microsoft Office products is required; experience with QuickBooks is helpful.

Candidate selected will be required to complete initial clerk access/core training provided by the Wisconsin Elections Commission, and from time to time, complete continuing education modules/training sessions required to maintain minimum requirements of Wisconsin election officials.

#### **Compensation:**

The Town of Omro Deputy Clerk will be paid monthly, based on hours worked at a rate of \$15.00/hour, or other hourly rate, at the discretion of the Town Clerk. No other compensation or benefits are offered with this position.

#### **Work Schedule:**

The Deputy Clerk's schedule will vary greatly depending on the time of year, and will be based on the schedule of elections and extra tasks as assigned by the Town Clerk.

During most weeks throughout the year, it will consist of 5 hours/week. During several weeks throughout the year, it will increase to approximately 8 hours/week; and the busiest of weeks (the weeks that include election days) will call for 15 to 20 hours worked by the Deputy Clerk.

**Selected Candidate must be available to work all/most of each election day (6 a.m. to approximately 9 p.m.) at the discretion of the Town Clerk. Election days take place on Tuesdays in February, April, August and November, unless a special election is required outside of those months. Some evening hours will also be required.**

The Town of Omro is an equal opportunity employer.

The position will be open until filled.

Applications are available on the Town's website; [townofomro.us](http://townofomro.us).

Please send resume and/or other application materials to:

Town of Omro  
Attention: Dana Woods  
4205 Rivermoor Road  
Omro, WI 54963

Submittals can also be e-mailed to [clerk@townofomro.gov](mailto:clerk@townofomro.gov).