

DEPUTY CLERK/TREASURER – TOWN OF ROME

The Town of Rome is a tourist destination Town in Adams County, Wisconsin, with a population of over 3,000 residents and 7,000+ property owners.

Purpose of Position

The purpose of this position is to provide back up and support to critical internal and statutory Town functions under the Clerk and Treasurer in support of all departments. Supports other customer-based sales, fees and licenses and provides excellent customer service to citizens and departments in the Town Hall, on the telephone and electronic correspondence. Day-to-day supervision is provided by the Clerk.

Essential Duties and Responsibilities

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

- Provide exceptional customer service answering phones, sending emails and taking public questions at the counter.
- Assist with various critical Clerk and Treasurer duties as needed such as payroll, accounts payable and receivable. Provides support for tax bill collection. Receipting various fees, taxes and charges as needed. Prepares bank deposits and/or takes them to the bank.
- Support and assist with elections. Register voters and coordinate the absentee ballot requests.
- Provide support for Board meetings such as creating agendas for approval, transcribing minutes when needed, assembling board packages and posting to the proper posting locations and the website.
- Issue information on licenses at various times of the year including dog licenses, operators' licenses, liquor licenses, tobacco licenses and mobile food vendor licenses and if needed short term rental licenses
- Perform Notary Public services for the Town and the public.

Desirable Knowledge, Abilities & Skills

Proficient in Microsoft Word, Excel and PowerPoint and ability to learn other computer programs with ease; ability to keyboard 40 words per minute with extreme accuracy is preferred; copy machines, folding machines, postage sealing machines and digital duplication devices. Proactive organizational office skills; superior interpersonal skills necessary with ability to greet public in a positive, professional manner. Ability to manage public interactions even when dealing with difficult customers. Ability to work cooperatively and professionally in a small work group. Ability to maintain confidentiality.

Minimum Training and Experience Required

1. Completion of high school
2. Additional schooling in office and business preferred
3. 5+ years working in a professional office environment
4. At least two years' working experience with Microsoft Word, Excel and PowerPoint
5. Accounting/bookkeeping experience is preferred
6. Prior experience in a public surrounding with knowledge of local government office functions and procedures is extremely helpful
7. Ability to type 40 words per minute accurately is preferred
8. Willingness to attend training classes as needed, either virtually or in person

Required Licenses & Certifications

Notary Public certification or ability to obtain certification and a valid driver's license

Benefits and Compensation:

- Pay is up to \$24.82 per hour/based on experience
- Complete benefits package including Health, Dental, Vision and Employee Assistance Program
- Paid Holidays

Applications, cover letters and resumes must be submitted either in person or via email to: Wendy Newsom, 1156 Alpine Dr, Nekoosa, WI 54457 or newsom@romewi.gov. Applications can be obtained at www.romewi.gov.