

# Town of Portage Lake Deputy Town Clerk

## Job Description

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### Nature of Work

Deputy is appointed by the Town Clerk to perform various clerical and secretarial work, assisting the Clerk in cash receipting, record-keeping, preparing reports, and all election duties. This position is also the Deputy Treasurer and Deputy Tax Collector.

Responsibilities include receipting sales, some budgetary tasks, ensuring all licenses, permits and registrations are prepared properly, recording various documents and vital statistics, and maintaining & filing various records. Work is performed with independence, but under the general supervision of the Town Clerk in accordance with State & federal laws, if applicable.

This position works closely with the public.

### Essential Duties And Responsibilities

- \* Customer Service at receipt counter & answering phones
- \* Issues licenses, permits and registrations, including dog, hunting/fishing, RV and Motor Vehicles, along with certified copies of vital records
- \* Performs monthly Check Reconciliation of the Town's checking account
- \* Performs the duties of the Town Clerk in her/his absence
- \* Attends all Town Meetings to assist the Clerk
- \* Helps with all Local, State & Federal elections
- \* Performs related filing, clerical and record-keeping duties, including disposition of records as needed
- \* Accomplishes such duties and responsibilities as assigned by the Clerk
- \* Helps various Town clubs and organizations with copies and other office-related duties

### Requirements of Work

- \* Knowledge of modern office practices & equipment, including credit card machine, Microsoft Office programs and proficiency with using the Internet
- \* Ability to organize work and set priorities
- \* Ability to establish and maintain effective working relationships with Town officials, employees and the general public
- \* Knowledge and understanding of the State statutes to the duties and responsibilities of the Town and City Clerks

### Training & Experiences

- \* All necessary training for State Agencies provided by the Town and must be completed in a timely manner
- \* At least a High School diploma is a must
- \* Willingness and ability to learn new things, including the Town's TRIO accounting software system