



## Job Description

<b>Job Title:</b>	<b>Clerk I</b>	<b>Department:</b>	City Clerk		
<b>Date Issue:</b>	November 9, 2017	<b>Reports To:</b>	City Clerk		
<b>FLSA Classification:</b>	Non-Exempt	<b>Wage:</b>	Salary Grade 1		
			<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
		As of 2017	\$11.92/hour	\$14.90/hour	\$17.88/hour

## Position Summary

Under the general supervision performs entry level customer service for citizens and administrative needs for general City Clerk functions. May be assigned daily office functions and special projects where initiative and accuracy are needed in performing assignments. Administrative work may involve various internal departments, as well as other departments within the City of Sheboygan.

## Supervision Received

Works under the direction of the City Clerk.

## Supervision Exercised

No supervision over other employees.

## Essential Duties & Responsibilities

1. Assists citizen needs for both walk-in customers or phone calls.
2. Answers routine correspondence through written or oral responses.
3. Assists with preparing ballots, lists and envelopes for absentee voters
4. Must be familiar with or capable of understanding city ordinances.
5. Assists Council/Licensing Clerk in issuing permits and licenses.
6. Assists Elections Clerk in voter registration.
7. Ability to utilize a personal computer and related equipment.
8. Performs additional tasks as assigned.

## Qualification Requirements:

9. Friendly, positive, cooperative professional, able to work with internal and external employees, vendors, and citizens in a professional capacity.
10. Ability to work effectively under tight time constraints.
11. Ability to communicate effectively, both orally and in writing with individuals inside and outside of the organization.
12. Ability to adapt to the needs of the department.

## Education and/or Experience

13. Requires a high school diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction.

## Essential Physical Functions/Needs of the Job

14. 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, including sitting, standing, vision, talking, and occasional lifting.
15. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## **Pre-employment Requirement**

16. Position is contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.