



Job Description

Job Title: Council/Licensing Clerk **Department:** City Clerk
Date Issue: **Reports To:** City Clerk
Classification: Non-Exempt **Wage:** Salary Grade 4

Position Summary

Under direction, performs diverse and responsible secretarial duties in connection with Council records, the responsibility for the complete licensing process, and performs duties requiring individual judgment, initiative and specialized knowledge in carrying out procedures and applying laws and regulations.

Essential Duties & Responsibilities

1. Responsible for entering and/or creating Council documents and agenda in computer from rough copy, general instructions and oral dictation for Common Council meetings, and distribute and arrange for placement on the City's web page.
2. Assists in updating Network with current minutes and agenda, and assists in e-mailing all Alderpersons, media and other interested parties, all agenda and minutes.
3. Types Council minutes and maintains index of all Council documents, and arranges for placement on the City's web page.
4. Organizes all Council documents for imaging/filing and maintains all files related to referral documents for the Council.
5. Certifies official documents such as Resolutions and Ordinances upon passage by Common Council.
6. Obtains signatures on authorized agreements/contracts and maintains current file of originals, keeps track of outstanding contracts, records and files all contracts/agreements in the vault.
7. Types notices of public hearings and/or final resolutions regarding zoning changes, vacation of streets and alleys, street assessments, etc., and prepares and mails notices to affected property owners.
8. Maintains Ordinance Book.
9. Routine staff contact with other employees and supervisors relative to Council procedure and states of documents.
10. Responsible for the complete licensing process relative to the application, receipt of fees and issuance of all licenses, composition of letters to licensees and correspondence with the Wisconsin Alcohol Division.
11. Responsible for administration of applications, correspondence, documentation, all records checks (Wisconsin Circuit Court fines, State Department of Justice Criminal Records, local fines and outstanding fees, assessments, etc. owed to the City), recording and issuing of all licenses.
12. Maintain regular contact with the Wisconsin Department of Revenue; League of Municipalities attorneys; Federal Alcohol, Tobacco and Firearms agents; City Attorneys and Committee on Public Protection and Safety Chairman and Vice-chairman regarding issues relating to alcohol, tobacco and all other miscellaneous licensing for the City.
13. Attend Committee on Law and Licensing meetings as needed.
14. Create, maintain and distribute a general information packet for new business owners operating in the City, and liquor licensing information packet for new applicants for alcohol licenses.

15. Responsible for submitting complete records of alcohol and tobacco license holders for every licensing period to the State of Wisconsin/Alcohol Division and Federal Alcohol, Tobacco and Firearms Division.
16. Maintains ongoing record of all license applicants being called in before the Committee on Law and Licensing and follow up on final adjudication.
17. Responsible for researching and ordering all State and Federal forms and literature relating to licensing and maintaining a file of such forms for internal and external use.
18. Responsible for training members of the Committee on Law and Licensing upon their request in the licensing procedures, State Statutes and Council process for granting and issuing of all licenses.
19. Duties delegated by the City Attorney's Office with regard to license applicants.
20. Dispenses information on State alcoholic beverage laws, including advising corporation officers and attorneys and other applicants regarding application and operation requirements.
21. Maintains the department license calendar.
22. Responsible for the administration of applications, correspondence, documentation, recording and issuing of all business, commercial and residential alarm permits.
23. Receives and screens telephone calls and visitors and acts as an intermediary for the department head.
24. Supplies information involving State statutes, local ordinances and departmental procedures, making decisions based upon laws and regulations.
25. Knowledge of computer programs, design, entry and inquiry.
26. Imparts information on departmental policies and regulations of varying complexity. Accepts complaints, records all necessary data, and initiates corrective action when possible.
27. Researches, organizes and types correspondence.
28. Assists in the preparation of elections.
29. Operates special office equipment such as the photocopier, computer, postage machine and meter, document reader/printer, check signer and burster, and license camera.
30. Develops, maintains responsibility for, and recommends improvements on, an efficient filing system and retrieval system and efficient office methods and procedures.
31. May be required to perform duties of Deputy City Clerk when Deputy is not available.
32. Instructs and oversees work of lower level positions within the area of assigned activities.

Qualification Requirements:

1. Thorough knowledge of modern office methods and practices and equipment.
2. Considerable knowledge of departmental operation and policy.
3. Considerable knowledge of business English and spelling.
4. Proficiency and accuracy in typing at a prescribed rate of speed as determined by the Civil Service Commission, and knowledge of Microsoft Word.
5. Ability to learn the State laws and City ordinances regulating Council recording and licensing procedures and ability to implement the same within three months.

6. Knowledge of data processing procedures relative to record keeping for licensing and other office records.
7. Skill in handling difficult and complex office situations.
8. Ability to exercise good judgment, courtesy and tact in receiving office callers and making proper disposition of problems.

Education and/or Experience

High school diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction.

Four years of progressively responsible office and stenographic experience, including responsibility for office functions.

Pre-employment Requirement

Job offers for this position are 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.