Deputy City Clerk

The Dept. of Legal and Administrative Services is seeking a Deputy City Clerk to perform customer service and administrative duties as well as to act as a backup to the City Clerk.  
 **Duties:**

* Types documents, reports, forms, correspondence, notices, agendas, etc. Sorts, files and photocopies materials.
* Performs City Clerk duties in his/her absence or as assigned.
* Provides information to customers, assists the public in completing permit and license applications, registers voters and refers callers and visitors to appropriate person or agency. Issues city-regulated licenses and permits. Maintains license and permit records.
* Attends Common Council meetings and acts as recording secretary as assigned. Transcribes Common Council proceedings minutes from recording.
* Assists in maintaining the Clerk's portion of the City web site.
* Maintains filing systems for city ordinances, resolutions, contracts and agreements. Indexes Council actions in computer records.
* Performs election administration tasks. Recruits and schedules election inspectors. Organizes voting at nursing homes. Mails absentee ballots as requested. Enters voter registration data and election setup into the Statewide Voter Registration System. Must obtain certification through the State Elections Board.
* Cross train to assist in and provide customer service for the City Attorney and Mayor's offices

**Minimum Requirements:**  
Associates degree from an Administrative Professional program and 2 years of experience; **or** 3 years or more of Administrative experience and/or training. Municipal or government experience preferred.

**Hours:**  
37.5 hours per week.  Occasional evening meetings.

**Pay:**  
Salary range is $40,539 - $58,239.  Starting salary is negotiable up to the grade midpoint of $49,138 based on previous experience.

**Benefits:**  
Health, Dental, Vacation and Sick Time and participation in the Wisconsin Retirement System

**How to Apply:**

To be considered, **submit a cover letter, resume, and complete the online application**, which can be found at <https://agency.governmentjobs.com/neenahwi/default.cfm>. Please apply as soon as possible as the position will be open until filled. Want to know more? Check out our website at [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)

Not a good fit, but know someone who is? Please refer them!