

Job Opportunity

Clerk - Village of Park Ridge - Portage County, Wisconsin

Accepting applications until September 13, 2024

About the position:

The Village seeks a skilled, dedicated, conscientious and self-motivated individual to fill the position of Village Clerk. This is a part-time position with occasional evening hours to support Village board and committee meetings. The work is done on-site at the Village Hall, but a flexible work schedule may be an option.

Requires a high school degree. Previous experience in a field relating to office management, accounting/bookkeeping (QuickBooks), or clerical training is a plus and/or being willing to be trained in any of these fields. Previous experience in municipal government or clerk's office is a plus. Candidates shall have excellent communication and computer skills (including Microsoft Office).

The Clerk responsibilities will require Clerk Certification within a reasonable period after hire and the clerk will be trained in WisVote elections software.

Send resume with 3 references and cover letter to employment@vi.parkridge.wi.gov .

About the Village:

The Village of Park Ridge, incorporated in 1938, is a small community located adjacent to the city of Stevens Point in Portage County, Wisconsin. Known throughout the area for its quiet, neighborhood atmosphere with over 500 residents, the Village also has a thriving commercial district along the Highway 66 corridor hosting more than 50 businesses. The Village is near other important area institutions-- within blocks of the region's largest grocery store (Metro Market), Washington Elementary School, P.J. Jacobs Junior High School, and St. Michael's Hospital.

For more information, go to <https://vi.parkridge.wi.gov>

CLERK DUTIES

Ability to multitask and work independently, after comprehensive training has occurred (several months with current and experienced Village Clerk)

Attention to time-sensitive responsibilities

Elections*

Prepare & Post Agendas and Minutes

Attend Meetings to take notes

Ability to maintain confidentiality

Post Legal Notices in Newspaper

Updates on the Village Website

Field resident questions and concerns (email, phone call, etc.)

Maintain required legal documents

Open Record Requests

Property Tax Preparation

Ordinances & Resolutions

Annual Santa Visit Arrangements

Update trash/recycling calendar

Vendor Contracts & Proposals (RFPs)

Licenses & Permits:

 Liquor, Operator, Tobacco, Dog, Bicycle, Building & Zoning

Pay village bills on a bi-weekly basis

Enter payroll on a bi-weekly and quarterly basis

Contribute to annual budget process with the Village Board

QuickBooks, including but not limited to:

 Budget

 Accounts Receivable

 Accounts Payables

 Bank deposits

 Payroll

 Payroll Taxes

 Treasurer Reports

*NOTE: Personal time off (PTO) may not be taken during the Election cycle. Elections take place either 2 times per year (February and April) or 4 times per year (February, April, August, and November).