

TOWN OF LAFAYETTE

DEPUTY CLERK JOB DUTIES

The purpose of this position is to provide back-up to the Town Clerk-Treasurer in the event he/she becomes unavailable to assure timely completion of tasks and time-sensitive applications. The Deputy Clerk will also provide assistance during busier times of the year, such as elections and tax collections.

Must be able to work independently and occasionally weekend or evening hours. Ability to lift 30 pounds and stand or sit for long periods of time.

ELECTIONS SUPPORT

The Deputy will be trained to be able to run an election in the Clerk's absence, should it be necessary. The duties to support the Clerk are as follows:

- Assist the Clerk with preparation of the initial mailing of absentee ballots (47 days prior for a federal election; 21 days for local elections.) For larger elections, work three times a week to send out absentees as requested by the Town Clerk.
- For larger elections, assists the Clerk with conducting in-person absentee voting and voter registration the two weeks prior to an election.
- Assists Clerk with preparation of absentee ballots to process on election day.
- Assists Clerk on Election Day.
- Post Election: Scans in poll books, paperwork and Election Day Registration forms.

BILLS SUPPORT

- Clerk will code, scan and enter all checks and expenses into Quickbooks.
- Clerk will generate Preliminary Bills Report that is emailed to the Board and Roads Supervisor the week prior to the meeting.
- Deputy works the Wednesday of the meeting to generate the Final Bills Report. The report will be printed and given to the Board and Roads Supervisor at the meeting. Deputy will print checks to be signed at the meeting.
- Chairman and Clerk will sign the checks.
- Deputy will prepare checks for mailing and file invoices.
- Clerk will transfer funds to cover payments.
- Deputy will mail the checks.
- Clerk will reconcile all accounts in Quickbooks.
- Town Supervisor Finance Liaison will sign off on reconciliation reports.
- Town Supervisor Finance Liaison will have access to view all Town financial accounts and Quickbooks.

- ACCESS: Deputy will have 'edit' access to Quickbooks. He/she will not have access to Town checking or savings accounts.

TAX COLLECTION SUPPORT

- Deputy will issue dog licenses during tax collection. Clerk will run the annual reconciliation of licenses report for Walworth County Clerk.
- Deputy will enter tax payments into the County's tax receipting program and run Till Reports and give check and reports to Clerk. (Performed 2-3 times a week.)
- Clerk will take Till Reports and associated checks and electronically deposit in the Town's Money Market Account and assure payments balance to Till Report.
- In the event the Deputy is unable to enter tax payments, the Clerk will enter the payments and deposit them. Deputy will review and initial bank Deposit Report.
- Deputy will attend Resident Tax Payment Sessions. (Two in December and two in January.)

OTHER DUTIES

- The Deputy will provide back-up for preparation of meeting agendas and packets when the Clerk is unavailable.
- The Deputy will take minutes at meetings when the Clerk is unavailable.
- The Deputy will provide office support in the event the Clerk is absent longer than one week.