

Village of Melrose

112 N. Washington Street
P.O. Box 117
Melrose, WI 54642

Phone: 608-488-3191
Cell: 608-865-9052
clerk@melrosewi.gov

JOB ANNOUNCEMENT OPEN 08/06/2025 UNTIL POSITION FILLED

DEPUTY CLERK POSITION DESCRIPTION:

The Deputy Village Clerk is responsible for assisting the Clerk with the day-to-day operation of Village Government. Tasks to be performed include but are not limited to the following:

Utilities

Enter and verify meter readings.
Review for accuracy between prior/current usages.
Print reports, enter in accounting software and verify totals balance.
Print billing statements and verify printing.
Stuff bills, newsletter and any additional information into envelopes and seal.
Collect utility bill payments.
Review delinquent utility accounts, compile late charges and print reports.
Review compile and send late/shut off notices.
Set up deferred payment agreements, review weekly, and send out reminders.
Complete any utility calculations – resident moving, bad meters, etc.
Breakdown all payroll costs and allocate to water/sewer/general funds.
Pay and review all current bills.
Reconcile Accounts at EOM

Elections

Oversee entire election.
File notices.
Test Voting machine.
Absentee ballot reports.
Schedule poll workers for election training and Election Day.
Complete all training for clerks as mandated by the state.
Train poll workers and chief inspector.
Complete all information and submit paperwork for state and county.

Licensing

Issue license applications, cigarette, dog, liquor and operators.
Enter returned information into system.
Collect all license fees.
Report to Village Board and State.

Tax Collection

Complete Mill rate worksheet.
Statement of taxes.
Research and calculate delinquent water/sewer bills and special assessments to be put on the tax roll.
Send letters to property owners regarding delinquent bills and assessments.
Levy limit worksheet.
Send reports to County.
Pick up tax bills, sort, stuff and mail.
Collect tax payments.
Send payment reports to County.
Report to State, County and Auditor.

Village

Pay and review all current bills.
Complete and calculate all payroll tax reports and pay to each agency.
Compile and report all financial information as requested by auditors.
Reconcile Accounts at EOM
Complete all tax reports and file accordingly.

Village of Melrose

Complete all payroll annual reports.
W-2 and W-3
1099
WT-7

Write misc. letters residents, attorney, etc.
Review ordinances, resolutions as needed.
Complete all monthly board agendas, minutes, postings, and publications.
Update Village Website with new agendas, postings, minutes and other information.
Manage Village referendums as needed
Order/purchase office and cleaning supplies.
Complete all training as mandated.
Clean hall, office.
Runs to County Courthouse for various tax and election materials.
Process Building permits.
Any other duties incurred.
Maintain accurate filing system.

QUALIFICATIONS:

The candidate will have knowledge of Workhorse Accounting Software and Catalis Software. The candidate will have knowledge of general office practice. Supervisor experience, bookkeeping and accounting skills are desired. Basic computer knowledge is essential. The candidate must have experience crafting documents and letters within Microsoft Word and Microsoft Excel. The candidate must be willing to attend clerk specific training.

WORK SCHEDULE:

The Deputy Clerk will work 32-40 hours per week. Once Training is complete the Deputy Clerk will work independently, as well as with the Village Clerk to complete their assigned tasks.

COMPENSATION:

The deputy clerk salary will be determined based on qualifications of the hired candidate.

TO APPLY FOR THIS POSITION: Deliver a resume and cover letter outlining your qualifications to the Village of Melrose via email; clerk@melrosewi.gov , mail; Village of Melrose, PO BOX 117, Melrose WI, 54642 or in person at 112 N Washington St. Melrose WI 54642.