



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
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MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Position
DATE: May 11, 2017

Attached is Monica Schultz's request to fill an expected vacant position of Clerk II in the City Clerk's Office.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw
cc: Mayor
HR Dept.
Monica Schultz

ADM\Vacpos\VACPOSREQ ClerkII.051617



Memo

Date: May 11, 2017
To: Rebecca Grill, City Administrator
From: Monica Schultz, City Clerk
RE: Request to fill vacant position

I respectfully request permission to fill an expected vacancy in the City Clerk's Office due to the resignation of Jennifer Strand. The position would be for a budgeted full-time Clerk II. Ms. Strand's last day of employment is May 19, 2017.

Attached is the required form to request to fill a position along with the Clerk II job description. An eligibility list is currently available for use.

Please let me know if you have any questions or need additional information. Thank you for your consideration to this request.



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: City Clerk Position Title: Clerk II

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 5 / 22 / 2017
 Person Replaced: Jennifer Strand, Clerk II

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other
 If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 7 / 1 / 2017

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? Clerical and operational support required for elections, licensing, public hearing notices, committee support, report preparation, records management, and other tasks. The position is highly engaged with the public via the Clerk's counter and the main telephone.

What will be the impacts on service functions to the public if the position is not filled? In-person customer service and telephone calls would be negatively impacted if the position is not filled. Voters and election officials would not have this point of contact. Increase in number of complaints.

What will be the impacts on service to city staff if the position is not filled? Current City Clerk's staff would be overburdened with the additional workload resulting in potentially significant errors, missed deadlines, and lower quality work product. Staffing coverage would be a major concern.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) The Clerk's Office has a three member full-time support staff that manages a variety of responsible and required tasks. The position that is being vacated through resignation is staffed as a Clerk II, and is requested to be filled as a Clerk II position.

How has this vacancy/need been covered so far? The vacancy will temporarily be covered by other staff and the City Clerk with potential overtime.

How many other similar positions exist in this department? Two other full-time clerical positions with higher classifications

Requestor Information

Please Print: Monica Schultz City Clerk City Clerk
 Signature/Date: Monica Schultz 5 / 11 / 2017
Name Title Department

Attached: Memorandum Current Position Description

CLERK II

JOB SUMMARY: This is responsible and specialized clerical work in the maintenance, preparation and processing of various records, permits, forms and documents.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of fairly complex clerical tasks involving the processing and maintenance of specialized records, reports, permits, forms and documents. Specific work can vary considerably among those classified as Clerk II to include work with figures, the operation of simple office machines and contacts with the public as well as other departments. The nature of the work is such that employees frequently have considerable independence of action in the disposition of routine work matters, giving information, and other public contact work. Employees are expected to perform their normal work assignments in accordance with established work procedures and departmental policies with a minimum amount of instruction, though unusually difficult assignments may involve careful instruction and close supervisory review. Supervision is received through occasional review of work methods and results and through conference. Some positions within this classification must be available and willing to work evenings, weekends, holidays, and sometimes long and odd hours when emergency situations require such duties.

DUTIES: Typical duties include: furnishes information via the telephone or in person in accordance with established policies and procedures; types a variety of correspondence, forms, documents, memoranda, and other materials; takes minutes of meetings; may transcribe from dictation letters and other materials; operates adding machine, calculator, copier, typewriter, personal computer/software and other modern office equipment; composes replies to routine correspondence in accordance with established procedure; reviews records, reports, forms, documents, and other materials for completeness, accuracy and conformity with established procedures; assembles a variety of data from office records and files for incorporation in various reports and correspondence; posts and maintains varied departmental records which may require follow-up action with responsibility for currency and accuracy; receives and processes various applications for permits, licenses, and services; receives, classifies, indexes, sorts and files records, and other data; maintains a schedule of regular, periodic and/or seasonal work activities; reads, interprets, and/or maintains technical records, requests and documents; reconciles and balances accounts; receives payments and issues receipts; deposits funds in proper account; makes arrangements for meetings; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the use of modern office equipment such as adding machine, calculator, copier and typewriter; competent in the operation of office computers/software, including working skill with database programs; ability to understand and follow verbal and written instructions; ability to make computations quickly and accurately; excellent knowledge of grammar, spelling and punctuation; considerable knowledge of modern office practice, procedures and equipment; ability to perform somewhat varied and difficult clerical tasks with neatness and accuracy; ability to establish and maintain effective working relationships with supervisors, employees and the public.

MINIMUM REQUIREMENTS:

High school graduate/equivalent preferably in a commercial course.

At least two years of recent paid business office work experience, preferably varied in nature.

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Ability to type/keyboard at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Competent in the use of office computers including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), etc.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the ability to continuously bend, kneel, twist, stoop, squat, etc.

ACTIVITY FREQUENCIES

| | |
|--------------|----------------------|
| Continuous | 67 – 100% of workday |
| Frequent | 34 – 66% of workday |
| Occasionally | 1 - 33% of workday |
| Never | 0 |