



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

WWW.MAYVILLECITY.COM

City of Mayville

Position Description

Position Title: Deputy Clerk I (Non-exempt)

Date: November 2025

Reports To: City Clerk / Executive Assistant

Job Purpose

Deputy Clerk I supports the operations of City Hall by performing a variety of clerical, financial, and administrative tasks. This position plays a key role in customer service, records management, and election support, and serves as a backup to the City Clerk. Deputy Clerk I works within the updated City Hall structure and collaborates closely with the Clerk, Comptroller/Treasurer, and other staff.

Duties and Responsibilities

The following duties are representative of the position and may be supplemented by additional responsibilities as assigned:

Administrative & Office Support

- Serve as first point of contact for the public; answer and direct incoming calls and inquiries.
- Perform word processing for the Mayor and City Hall staff.
- Handle City Hall mail and understand USPS fees and deadlines.
- Maintain parcel folders and office supply inventory.
- Administer oaths of office when necessary.

Financial Tasks

- Process accounts payable weekly; code entries to proper accounts.
- Manage daily cash receipts including taxes and water payments; prepare daily deposits.

Licensing & Permits

- Process licenses and permits issued by the Clerk's office.
- Support pet licensing and special assessment requests.

Election Support

- Assist with pre-election and Election Day duties.
- Serve as a Special Election Deputy; attend training as needed.
- Support voter registration, absentee voting, and other election tasks.

Communications & Technology

- Update and maintain the City website and Facebook page as directed.
- Assist with Zoom, YouTube, and other digital platforms.

Interdepartmental Coordination

- Work with DPW on weed and snow notices.
- Manage City garbage contract needs.
- Coordinate with other departments on assessments and notices.

Backup Duties

- Perform duties of the City Clerk in their absence.



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- Cross-train in the primary duties of Deputy Clerk II.
 - Support other City Hall staff as needed.
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Position Qualifications

- High school diploma plus two years of advanced education in clerical, computer science, or accounting.
 - Several years of responsible clerical experience, preferably involving money collection and records management.
 - Banking or cash handling experience preferred.
 - Prior municipal government experience preferred.
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Desirable Knowledge and Abilities

- Proficiency in Microsoft Office (Word, Excel).
 - Familiarity with Caselle or similar municipal software.
 - Ability to work independently and manage multiple tasks.
 - Knowledge of City Code and State Statutes related to taxes and assessments.
 - Understanding of State election laws and procedures.
 - Strong public service and problem-solving skills.
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Supervision / Decision Making

- No supervisory responsibility.
 - Receives general supervision and works independently on routine tasks.
 - Decisions affect the entire City Hall staff.
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Interaction

- Frequent contact with co-workers, supervisors, and the public.
- Requires tact and diplomacy in resolving minor issues.