

# Julie A. Barthels

Winnebago County Clerk's Office  
112 Otter Avenue, Oshkosh, WI 54901  
920-232-3431  
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## OBJECTIVE

With my experience in the County Clerk's office, I feel that I have a good understanding of the daily operations of the County Clerk's office. This includes the Election process and working with the Winnebago County Board of Supervisors. I have been employed in the Clerk's office for 11 years and have had the privilege and pleasure of working side by side with the best County Clerk in the State of Wisconsin. Sue has taught me every aspect of the Clerk's position and I would like to see this office continue to operate in that same manner. I take pride in the service that our office provides to the residents of Winnebago County, to the County Board, and other Winnebago County offices. My goal is to make sure this continues.

## SKILLS & ABILITIES

- \*Clerk to the County Board of Supervisors
- \*Assembles Agenda Packets for County Board Meetings and Other Committee Meetings
- \*Account Management – Daily use of MUNIS Program to track Daily Cash Receipts and Credit Card Transactions
- \*Services Provided for Customers - Marriage Licenses, Boat Launch Permits, Work Permits and Other Items Provided by the County Clerk's Office
- \*Manages office when County Clerk is not available
- \*Chief Election officer for the County
- \*Computer Skills – Microsoft Office, PowerPoint, Outlook, MUNIS, SVRS, Open Meeting and WisVote
- \*Good Customer Service; Reliable and Trustworthy; Good Work Ethic; Strong Team Player

## EXPERIENCE

January 2014 to Current	<p>Deputy Clerk – Winnebago County Clerk's Office, Oshkosh, WI</p> <ul style="list-style-type: none"> <li>· Lead Person for Elections</li> <li>· Prepare Agenda and Packets for the Winnebago County Board of Supervisors</li> <li>· Issues Marriage Licenses, Boat Launch Permits and Work Permits for Minors</li> <li>· Notary Public</li> <li>· Balance all Credit Card Transactions received and dispersed for Conferences, Registrations and purchases made thru the County Clerk's Office</li> </ul>
April 2011 to April 2015	<p>Town Clerk – Town of Nekimi, Winnebago County</p> <ul style="list-style-type: none"> <li>· All Municipal Clerk Responsibilities – Elections, Budgets, Minutes, etc.</li> </ul>
November 2011 to January 2014	<p>Records/Election Clerk – Winnebago County Clerk's Office, Oshkosh, WI</p> <ul style="list-style-type: none"> <li>· Lead Person for Elections</li> <li>· Issued Marriage Licenses, Boat Launch Permits and Work Permits for Minors</li> <li>· Notary Public</li> </ul>
January 2000 to November 2011	<p>Account Clerk I &amp; II – Winnebago County Treasurer's Office, Oshkosh, WI</p> <ul style="list-style-type: none"> <li>· Received and Recorded Cash, Checks and Transfers</li> <li>· Completed Review and Reconciliations of System Accounts to Bank Statements</li> <li>· Recorded Debit, Credit and Account Transactions in Computer Spreadsheets and Databases</li> </ul>
April 1991 to April 2011	<p>Town Treasurer– Town of Nekimi, Winnebago County</p> <ul style="list-style-type: none"> <li>· Responsible for all Tax Collection, Dog Licensing</li> <li>· Managed Accounts Receivable and Payable</li> </ul>
November 1984 – June 1987 and June 1978 to September 1981	<p>Benefits / Claims Assistant – Wisconsin National Life Insurance Company Oshkosh, WI</p> <ul style="list-style-type: none"> <li>· Processed Claims for the Benefits Department</li> </ul>
January 1976 to June 1978	<p>Mailroom Assistant – Wisconsin National Life Insurance Company, Oshkosh, WI</p> <ul style="list-style-type: none"> <li>· Dispersed and Distributed all Mail for Departments in the Company</li> </ul>

## EDUCATION

1978	High School Diploma ~ Oshkosh West High School – Oshkosh, WI
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