

## **VILLAGE OF SUMMIT ADMINISTRATIVE ASSISTANT**

**EMPLOYMENT STATUS:** Part-time, non-exempt, average 15 hours per week, no benefits

**RESPONSIBLE TO:** Village Administrator-Clerk/Treasurer.

**GENERAL OVERVIEW:** The Administrative Assistant for the Village of Summit performs a variety of general municipal office support services, including basic bookkeeping functions, serves as a point of contact for telephone and in-person inquiries, support staff to the Cemetery Board and Utility Commissions.

**SUPERVISORY STATUS:** The person in the position of Administrative Assistant does not have any supervisory duties.

### **MAJOR DUTIES and RESPONSIBILITIES:**

- Answer central telephone system and responds or directs caller to appropriate personnel.
- Provides assistance to all walk-in residents/customers, answering questions, processing applications and payments, while utilizing good customer service skills and respecting confidentiality.
- Assists the Deputy Clerk/Deputy Treasurer and Sexton with the processing of Cemetery Deeds, maintaining the cemetery map, the recording of the cemetery lot deeds, and maintaining cemetery records.
- Sort incoming mail and distribute to departments accordingly. Process outgoing mail.
- Responsible for copying and distribution of meeting packets with accuracy and completeness. Post and e-mail agendas as required.
- Contributes to the maintenance of official Village documents, directories and files. Scans documents. Stores, retrieves and maintains documents in the electronic document management system. Assists with public records requests, as assigned.
- Support of election processes; provide assistance in mailing absentee ballots, in-person early voting, voter registrations, other Election Day duties as assigned. Assist with 4-year maintenance of registrations and keep an accurate accounting of the destruction timeline.
- Back up to Deputy Clerk, understanding the Utility System in its entirety, process quarterly and annual utility billings, and have the ability to answer sewer questions when received by the public.
- Balance and prepare deposits of the cash register.
- Handles filing and copying as requested.
- Data entry of accounts payable and accounts receivables into software programs.
- Assists with tax bill collections; answering requests for status of payments, balancing batches; preparing refunds or other duties as needed.
- Assists Village Administrator-Clerk/Treasurer, or other Department Heads with special projects.
- Occasional work to be performed on evenings and weekends for elections or other projects as needs arise.
- Other duties as assigned by the Village Administrator-Clerk/Treasurer.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each major duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School graduation or GED equivalent supplemented by vocational/technical courses in administrative office procedures, customer service and/or accounting functions. Working knowledge of clerical and business office procedures and equipment. Prior municipal work experience or general understanding of municipal government practices is beneficial/preferred.

- Skilled in operation of a personal computer, including Microsoft Office applications (Excel, Word, etc.), telephone, multi-function copy/fax/scan machine, 10-key calculator and cash register.
- Ability to accurately file and maintain records, research, compile, and interpret data to prepare accurate reports and effective correspondence.
- Ability to manage and handle cash and check payments in an accurate manner.
- Ability to independently perform and organize work to meet changing priorities and deadlines, capable of transitioning back and forth through various job duties with interruptions.
- Ability to establish and maintain effective working relationships and communication with other Village personnel, outside agencies, and the general public in person, by phone, and in writing.
- Ability to perform responsible secretarial support duties and apply administrative and departmental policies and procedures in compliance with laws, regulations and policy, involving the use of independent judgment and personal initiative.
- Ability to understand the organization and operation of the Village and of outside agencies as necessary to complete assigned responsibilities.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Ability to type at a speed necessary for successful job performance.
- Ability to independently prepare clear, concise, and accurate records, reports, and correspondence.
- Ability to maintain confidentiality of information.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Ability to obtain a valid Wisconsin Driver's license.
- Keep well informed and proficient in computer skills and computer applications.
- Attend and complete applicable training (WisVote) and workshops.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The Employee must occasionally lift and/or move up to 30 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work is predominantly performed in an office setting.