

# **ADMINISTRATIVE ASSISTANT**

## **TOWN OF BRISTOL**

### **SCOPE OF POSITION**

The Administrative Assistant provides administrative support to the Clerk/Treasurer in fulfilling the Wisconsin statutory duties of a municipal clerk/treasurer. This position is key in maintaining a positive relationship with Town of Bristol residents and other individuals requesting information, doing business at the Town office, and carrying out the operations of the Town.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties and responsibilities for this position are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Greet and assist visitors.
- Answer the phone and respond to voicemail.
- Respond to and maintain the Administrative Assistant's email address.
- Play an active role in providing excellent customer service.
- Handle correspondence, incoming & outgoing mail, including confidential materials.
- Assist in supporting the Board and Committees as needed, coping and handling of materials etc.
- Assist in organizing meetings to include preparation, distribution and posting of materials.
- Give support with various mailings throughout the year.
- Administer the town's responsibilities of Building & Land Use permits.
- Provide the town's assessor copies of building permits on a timely basis.
- Maintain inventory of office supplies and order as needed.
- Coordinate the rental of the Town's Community Room and Parks.
- Issue receipts for monies received and prepare bank deposits.
- Maintain accurate petty cash records.
- Reconcile and process Recycling Center money.
- Assist in maintaining the Town's website.
- Set-up and maintain accurate up-to-date files and records.
- Mail Accounts Payable payments and maintain vendor files.
- Issue dog licenses, maintain records and submit to County as required.
- Complete and manage special assessments requested by title companies.
- Assist in issuing liquor & operator license as approved by Board.
- Coordinate & track Recycling and Road Weight Permits.
- Assist in lowering/raising the town hall flag as Federal and State orders are requested.
- Collect and process tax payments.
- Process voter registration and maintain voter records, including WisVote database.
- Process voter absentee ballot requests.
- Assist the Clerk/Treasurer with all related election task, including but not limiting to poll worker coordination, preparation of materials, record keeping, and any other tasks as required.
- Assist in preparing records and reports for meetings and annual audits.

- Assist in maintaining a clean and supplied Town Hall (bathrooms, kitchen, Conference rooms).
- Attend training sessions as necessary to maintain current knowledge of municipal statutory duties.

## **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

Excellent interpersonal and communication skills.

Excellent organizational skills and attention to detail

Ability to be able to handle mild pressure while making good judgement and discretion in responding to difficult and sensitive situations.

Ability to work independently with minimal supervision.

Effectively and efficiently coordinate multiple activities at a given time.

Proficient knowledge of Microsoft Office (Word, Excel, Outlook).

Operate general office equipment such as a computer, copier/scanner, adding machine and multi-line phone system.

Basic knowledge of the principles and practices of municipal accounting.

Ability to maintain the confidentiality of Town records, Board proceedings and correspondence.

Ability to be seated at a desk for longer lengths of time, but also able to walk, bend, reach and lift up-to 40 lbs.

Be able to work additional hours during election, budget and tax collection time. This position also covers the Clerk-Treasurer during their absence.

This position requires the ability to multi-task and manage interactions appropriately with the public, Town Board, and co-workers.

## **DESIRED QUALIFICATIONS**

High school diploma or equivalent degree required. Previous experience in Administrative Assistant, basic accounting, data entry and word processing needed. Experience and understanding of Word, Excel and Outlook software's is essential. Familiarity with QuickBooks and website maintenance is desired.

Able to be bonded.