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Town of Ledgeview, Wisconsin

Position Title: Administrative Assistant **Classification:** Fulltime

Department: Administrative Services **Pay Type:** Not-Exempt, Hourly

Reports to: Town Clerk and Public Works Director

Position Summary: The purpose of this position is to provide general office assistance to town staff members and town officials as well as provide a point of contact for residents, developers, businesses and other governmental units which may have questions or concerns regarding the Town of Ledgeview. Assists the Town Clerk and the Public Works Director in the performance of major administrative functions

Essential Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

General Town Administration: 60%

- Answering of phones and directing incoming calls to appropriate Town Staff.
- Assists with resident concerns and requests.
- Greet and help residents, developers, businesses, and other parties at the service window.
- Assists with typing of letters, memos and other miscellaneous documents.
- Prepares and processes all licensing applications.
- General office filing.
- Handles purchasing of supplies.
- Maintains all office equipment.
- Provides as a contact for all refuse and recycling issues.
- Assists the Town Building Inspector/Zoning Administrator with all letter correspondence and house files and with the compilation and maintenance of Town building permit data. Assist and hand out building permits, receipt money as necessary.
- Sort and distribute mail daily.
- Data entry assistance as needed

- Serves as primary purchasing agent for the Town. Supervises all Town purchasing in accordance with purchasing policy. Oversee the maintenance, repair and purchase of all office equipment.

Public Works Administration: 40%

Performs computer software processing and data entry, record keeping, office management, administrative support, organizational and clerical tasks in the Public Works Department. Works under the supervision of the Director of Public Works.

- Manages well abandonment and well operation permitting programs.
- Manages park reservations and the related coordination.
- Maintains current files of plats, certified survey maps, easements, road vacations and other land use information.
- Completes quarterly utility billing.
- Perform a variety of clerical, office support, report generation and record keeping assignments.
- Respond to requests for information from residents as well as town employees and make proper referrals.
- Establish, prepare, revise and monitor department files, records, maps and reports.
- Establish, organize and manage filing system – both hard copy and electronic files.
- Type, edit and proofread documents.
- Answer telephone and email contacts and relay messages to employees in a timely manner
- Provide data input and word processing as needed
- Assist in the preparation and management of the department town budget
- Assist in the preparation of any required reporting documents
- Prepare letters, correspondence, minutes, memos and reports for mailing and distribution.
- Create and track work orders and purchase orders
- Perform additional projects or administrative support duties as assigned

Essential Knowledge, Skills and Abilities:

Considerable knowledge of standard office practices and procedures including business English, business document format, spelling, grammar, punctuation, vocabulary, filing and arithmetic. Sufficient knowledge of word processing, spread sheet, database, accounting and/or other software programs. Knowledge of town functions, in general, to effectively screen inquiries and process related documents.

Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment. Skills solving problems

and the ability to work well under pressure, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to organize, schedule priorities and perform work with limited supervision. Ability to complete assignments accurately and within deadlines. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other Town employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to utilize a computer and required software.

Required Experience, Education and Training:

1. Minimum of a high school degree, or equivalent.
2. Associate Degree in an Administrative Professional program or related field.
3. Two to three years of experience performing similar duties and responsibilities.

A combination of education and experience may be considered.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

A majority of the work shift sitting at a desk in front of a computer, will spend some time on feet while filing, making photocopies or standing to greet a visitor. Should have the ability to lift and carry up to 25lbs. as may be responsible for moving office supplies or carry heavy files or boxes of paper.

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.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time.