VILLAGE OF POYNETTE
JOB DESCRIPTION

Title of Position: Administrative Assistant
Reports to: Village Clerk

GENERAL NATURE OF POSITION

This position involves a variety of secretarial, clerical and financial duties. The Administrative Assistant has substantial contact with all Village departments and with general public. This requires the ability to communicate well and get along well with people. Specific duties include serving as office receptionist, performing cashier duties, accepting building permit applications, dog licenses, taking taxes.

The person selected will at times assist in a variety of Clerk functions, including but not limited to: elections, voter registration, taxes, agendas and minutes of various committees and boards.

Assist other staff as necessary

DESCRIPTION OF DUTIES

- Work in tandem on Utility billings with other staff
    1. Final bills
    2. Quarterly billings
    3. Collections
- Receive, receipt and record money paid to the Village of Poynette.
    1. Balance cash drawer every Friday.
    2. Make weekly deposits on Friday.
- Serve as office receptionist for all visitors and telephone calls.
- Assist with Absentee balloting and voter registration
- Assist with Liquor licensing and operator (bartender) licensing
- Provide clerical and secretarial assistance for all Village departments.
- Provide information on property assessment and special assessments.
- Assist in the preparation of billing statements, accounts payable and receivable as directed by the Clerk.
- Assist in the preparation and collection of taxes.
- Issue and maintain dog license records.
- Assist in maintaining park shelter reservations.

- Assist in the scheduling of the rentals in Village hall.
- File correspondence and records with established office procedures.
- Perform other duties assigned by the Clerk or Administrator.
- Vouchers: assist with entering vouchers in the computer.
- Payroll: assist with processing payroll sheets and enter into the computer. Ability to do the complete payroll process when requested by Clerk or Administrator.
- Building permits: make up packets as necessary, keep track of necessary forms and let Clerk/Building Inspector know when more forms are needed to make packets. Knowledge of ordinances for building permits. Verify questions with Clerk, Administrator or Building Inspector on the building requirements that you are unable to answer.
- Assist in preparations for the annual audit

QUALIFICATIONS

Knowledge of:

- Microsoft Office and Windows operating system.
- Standard clerical techniques, practices, terminology, procedures, machines and equipment.
- Computer functions, applications and operations.

Ability to:

- Meet the general public and respond to various inquiries or complaints in a courteous and tactful manner.
- Complete work on a timely basis, sometimes under time deadlines.
- Efficiently operate computer equipment and associated software.
- Type and operate standard office machines and equipment
- Follow oral and written directions.
- Communicate well with other employees, both within the office and in other departments.
- Represent the Village professionally both in the office and in a public setting.

Experience and Training:

- Experience in an office setting.
- Any equivalent combination of experience and training that provides the required knowledge.