

VILLAGE OF FREDONIA ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

This is a semi-skilled position performing a variety of responsible accounting and clerical tasks including utility billing, accounts receivable, accounts payable, election duties, and office tasks. Employee is under the supervision of the Clerk-Treasurer and uses independent judgment and at times works alone. General and specific assignments are received and work is performed according to prescribed methods and procedures established by state statutes and village ordinances.

ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- All aspects of utility billing: setting up new accounts, meter changes, move in/outs, prepares for meter reading and billing. Prepares billing statements and mails. Set up meter change appointments and cross connection inspections.
- Receives payments and credits proper accounts for utilities and general fund. Prepares bank deposit.
- Prepares and mails delinquent notices to utility customers.
- Prepares, creates and types correspondence, reports, agenda, meeting minutes and notices, and related documents from clear copy, drafts and dictation as directed.
- Issues checks for the fire department.
- Assists with reservation, payment, etc. for use of village facilities.
- Assist in preparation of monthly invoices for general fund and utility funds and enters into computer as directed. May run accounts payable checks, record on corresponding invoices, make copies as needed, and mail checks.
- Assists with payroll.
- Assist with mailing of tax bills, collecting of tax payments, and issuance of dog licenses.
- Works with building inspector to issue building permits.
- Answers inquiries when within authority to do so or refers such inquiries to appropriate authorities.
- Assists with election process, absentee ballots, and related items.
- Assists public with proper forms & procedures for zoning, licensing, ordinances, etc.
- Answers telephone. Responds to questions and directs caller to proper place or individual to call.
- Assists with communications with residents and others via social media.
- Ability to maintain adequate attendance and punctuality.

RELATED JOB FUNCTIONS

- Responsible for working safely and following safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establish and maintain effective working relationship with co-workers and others.
- Attends required training sessions.
- Maintains various office machines.
- Support of and assistance to the Clerk-Treasurer and Deputy Clerk-Treasurer whenever needed.
- Files correspondence as directed.
- Performs related work as required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

75% -Works at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard or other office machines. 50% - Talks to clients, callers, department staff. 15% - Moves about the office. 50% -Handles papers and manuals, etc. 10% Some time is spent standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. Frequently moves around office and waits on counter. Frequently moves about the office building. May travel to other offices or sites for meetings, mail, etc. Occasionally handles stressful situations.

REQUIREMENTS OF WORK

- Ability to arrange and coordinate work schedules with ability to plan, organize and set priorities
- Ability to utilize descriptive data and information, such as regulations, ordinances, laws, procedures and guidelines, computer software operating manuals, State Statutes, job applications, drafts of letters, attendance records, balance sheets, annual reports, non-routine correspondence, agendas, meeting minutes, resolutions.
- Knowledge of Village Government, organization and procedures.
- Able to effectively use communication skills.
- Ability to work in a pleasant and understanding manner with the general public, job applicants, newspaper representatives, consultants, vendors, Village officials, co-workers, etc.
- Knowledge of the departmental programs, operations, and policy with respect to general functions performed.
- Knowledge of principles and practices of business management with regard to office management, bookkeeping and accounting.
- Ability to make rapid mathematical computations both manually and by machine
- Ability to perform tasks while being subject to frequent interruptions. Ability to carry out complex oral and written instructions.
- Ability to type accurately at 40 words per minute net, with 50 preferred, and ability to perform word processing functions and machine calculation.
- Ability to work with confidential records and keep confidentiality.
- Requires computer experience including word-processing, spreadsheet and accounting applications; with preference for demonstrated competency in word-processing, and accounting skills.
- Must maintain possession of a valid driver's license and reliable transportation or access to reliable transportation for village and rural travel.

EDUCATION AND TRAINING REQUIREMENTS

Graduation from an accredited high school or GED. Vocational/technical training in accounting and computer use, one to two years bookkeeping experience preferably in a municipal setting and/or a combination of training and experience which provides the required knowledge and skills. Requires computer experience including word-processing, spreadsheet and accounting applications; with preference for demonstrated competency in word-processing, and accounting skills. Possession of a valid Wisconsin Drivers license and reliable transportation or access to reliable transportation for Village and rural travel.