

## ADMINISTRATIVE ASSISTANT

The Village of Brown Deer (12,000) is currently seeking a highly motivated and friendly addition to our team. We are accepting applications for a full-time Administrative Assistant position who will be the first point of contact for all residents and vendors visiting Village Hall. This position is responsible for a variety of routine and complex clerical tasks to support all departments, specifically: Administration, Village Clerk, and Community Services.

Candidates must have a high school diploma with evidence of training in secretarial skills and office procedures and have (3) or more years of related work experience. Qualifications also include a working knowledge of the Microsoft Office software suite (Word, Excel and Outlook). The ideal candidate for this position is details-oriented; customer service focused; displays strong communication skills; is analytical; and has the ability to multi-task.

Starting wage range: \$18 to \$20 hour, DOQ. The Village offers a competitive benefit package. Review of applications will begin April 17, 2017, and will continue until the position is filled. Interested candidates should apply online at <https://www.governmentjobs.com/careers/browndeerwi>. The Village of Brown Deer is an equal opportunity employer.

**Village of Brown Deer**  
**POSITION DESCRIPTION**

**TITLE:** Administrative Assistant

**DEPARTMENT:** Administrative Services

**SUPERVISED BY:** Treasurer/Comptroller

**POSITION SUMMARY:**

This position is responsible for performing a variety of routine and complex clerical, secretarial, receptionist and administrative work in keeping official records, providing administrative support in the Administrative Services Department, Clerk's Office, and Community Services Department.

**DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

Essential functions include, but are not limited to:

1. Answers incoming calls, correspondence, and front counter customers and direct or provide information as needed.
2. Acts as custodian of department documents and records.
3. Maintain tax database for the Village.
4. Processing water bills, property tax bills, and pet licenses.
5. Manages the accounts receivables for the Village.
6. Collecting and receipting payments for all departments.
7. Assist Clerk's Office with Voter Registration, Absentee Ballots, WisVote Maintenance, and Bartender licenses.
8. Assist Building Inspection with processing and issuing building, electrical, HVAC, and plumbing permits.
9. Manages vacant property registration program and database.
10. Prepares and assembles agenda and minutes for Building Board and Board of Appeals.
11. Attends and Take Minutes for Building Board and Board of Appeals Meetings.

**EDUCATION, EXPERIENCE AND TRAINING:**

1. High school graduation with evidence of training in secretarial skills and/or office procedures required.
2. Additional formal training in business or office management is preferred.
3. A minimum of two (2) years related experience is required.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

1. Proficiency in communication and writing in the English language.
2. Ability to organize and maintain appropriate filing systems.
3. Ability to carry out written and oral instructions.
4. Skilled in the use of modern office machines and computers.
5. Effective interpersonal skills.
6. Ability to maintain an effective working relationship with clients, employees and the public.

**PHYSICAL DEMANDS OF POSITION:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

1. Inside office environment.
2. Noise level is usually low.
3. Listens to emotional, sometimes angry, citizens and public.

**EQUIPMENT USED:**

Telephone, personal computer with software and related equipment, copy machine, fax machine.

**NON-DISCRIMINATION:**

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

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