

Office Assistant

Position Summary:

The Office Assistant is a part-time, hourly position. Under the direction of the Village Administrator/Director of Public Works; this employee will perform a variety of office duties, clerical and billing support for the Village of Pardeeville and Pardeeville Public Utilities.

Essential Duties:

1. Answer telephone calls for both Pardeeville Public Utilities and the Village.
2. Accept Customer payments (cash, check and credit card) and issue receipts as needed.
3. Assist with monthly mailings of the utility bills and also deferred payment agreements.
4. Preparing disconnection notices; telephone contact and notices to be mailed.
5. Process animal licenses, operator licenses, building permits, and other licensing/permit applications.
6. Take reservations for park shelters and maintain calendar (provide to park staff monthly/as updated).
7. Assist Village Clerk on absentee voting and registration of voters. Assist with annual tax collections.
8. Assist the Village Administrator/Director of Public Works on parcel research, Plats/CSM's, formatting of documents, digitizing in ArcGIS of Village assets.
9. Records Management – large format scanning, digitally organizing and archiving for records retention and preservation.
10. Assist with mailings/notices for meetings and various special charges/projects (sidewalks/trees, etc.)
11. Office filing of accounts payables, records, etc.
12. Excel spreadsheets for Village assessment rolls and other.
13. Call in Diggers Hotline requests and other miscellaneous tasks or duties as assigned.

Education & Skill Requirements:

1. Minimum of a high school diploma and one year office experience.
2. Knowledge of business correspondence format and procedures.
3. Efficient with Microsoft Excel & Word
4. Proficient with Adobe and document formatting
5. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
6. Ability to understand and effectively carry out verbal and written instruction.
7. Ability to work with a minimum of supervision once on-the-job training is complete.
8. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements:

1. Ability to lift/carry/push/pull at least 25 pounds
2. Ability to sit for extended periods of time.
3. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking

The above list of job duties is not all-inclusive. Management reserves the right to revise them as they deem necessary.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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