

VILLAGE OF NORTH PRAIRIE, WISCONSIN
Administrative Assistant
Position Description

Title: Administrative Assistant

Department: Clerk's Office

Reports to: Administrator/Clerk/Treasurer

Revision Date: February 24, 2025

Status: Part-Time (15-20 hrs./wk.)

Pay: \$20.00 - \$22.00/hr., DOQ

- I. PRIMARY FUNCTION:** The Administrative Assistant is the first point of contact for residents, visitors, vendors, public and governmental agencies, and employees in the Clerk/Treasurer's office. This position performs a wide variety of administrative support for the day-to-day operations of the Village. This is a part-time position with flexible work hours as agreed upon by the Administrator/Clerk/Treasurer. This is considered a confidential position.
- II. TYPICAL 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 at any time.

GENERAL DUTIES

- Receive the public and answer questions; respond to inquiries from citizens and others and refer, when necessary, to the appropriate departments, and answer phone calls.
- Coordinate agendas, copy supporting documents for meetings, transcribe minutes for Plan Commission and various Committee meetings, and prepare agenda packets.
- Post meeting dates, agendas and minutes to the village website.
- Prepare and publish public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- May be required to attend official meetings and assist with election duties.
- Assist in the preparation of special assessment letters as requested by title companies.
- Assists with the maintenance and processing of all licenses issued by the Village.
- Process and maintain calendar for village hall community room and park rentals.
- Maintain dog/cat license records and prepare report for the Waukesha County Clerk settlement.
- Assist in managing incoming mail for distribution.
- Act as ombudsman and distribute complaints received to the appropriate department(s) for processing.
- Type reports and letters as requested from various Village Departments, Boards, and Committees.
- Assist Administrator/Clerk/Treasurer with the processing of payroll and new employees as needed.
- Assist with the processing of accounts payable, accounts receivable, billing and bank reconciliation.
- Performs other related work as required.

III. MINIMUM REQUIREMENTS:

- A.** High school diploma or GED.
- B.** A positive attitude.
- C.** Strong organizational and customer service skills.
- D.** Ability to communicate effectively orally and in writing.
- E.** Ability to utilize computer programs (MS Office), office equipment and website experience.
- F.** Valid WI Driver's License required.

IV. DESIRED TRAINING AND EXPERIENCE:

- A.** Associate's degree in administrative assistant, or three (3) years of any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities to perform the duties of an administrative assistant.
- B.** Ability to multi-task and solve problems.
- C.** Working knowledge of cash receipts, accounts payable and basic accounting procedures preferred.
- D.** Any prior municipal experience is a plus.
- E.** Willingness to learn and take on more responsibilities.

V. ADDITIONAL REQUIREMENTS:

- A.** Compliance with the conditions of employment as stated in the Village of North Prairie Handbook.
- B.** Must keep current with new computer technology which would benefit the Village and its residents.
- C.** Implement the policy directives of the Village Board.

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