

Village of Johnson Creek Position Description

Name: Vacant

Department: Administration

Position Title: Administrative Assistant

Pay: Range starting at \$20.47/hour

Date: 3/2/26

Reports To: Village Clerk/Treasurer

General Purpose of Position: Confidential, non-exempt, full-time position to assist the Village Clerk/Treasurer and Deputy Clerk/Treasurer in performance of duties required by municipal ordinance and Wisconsin state law. This position performs a wide variety of routine and complex administrative tasks, provides customer service at Village Hall, and other duties as directed by the Village Clerk/Treasurer including, but not limited to, processing receipts of payments, preparation of materials for Village Board and other committee/commission meetings, and confidential administrative support to the Village Clerk/Treasurer. Work often involves effective coordination within the department and with other Village departments. Work requires the exercise of judgment, initiative and discretion based upon operating policies and procedures.

Desired Qualifications: Graduation from a high school or GED equivalent; **administrative professional or business administration Associate degree preferred.** Strong background in word processing and spreadsheet applications, organizational skills, and computer knowledge, as well as (3) years of increasingly professional and responsible related experience, or any equivalent combination of related education and experience. Experience preferred, but not required, in customer service, working knowledge of modern office equipment, processing cash receipts and accounts payable, and basic accounting principles. A valid Wisconsin Class D Driver's License is required for this position.

General Description & Accountability (The following duties are normal for this position; however, they are not to be construed as all-inclusive, and other duties and tasks may be required and assigned):

- Posts notices of Village meetings at official posting locations and e-mails agendas to appropriate parties. Prepares packets of support materials for elected and appointed Village Board, Commission, Committee, and staff meetings including, but not limited to, ensures required reports are submitted timely, photocopies supporting documents, assembles informational packets for members, arranges meeting rooms, and distributes legal notices, agendas, and minutes as required. Files and routes materials after meetings, including signed contracts or documents that need to be recorded with the Register of Deeds.
- Maintains filing systems for various minutes, resolutions, ordinances, and other records; including maintenance of the Village's document and records management program.
- Maintains Village website and social media resources, updating items regularly and creating content.
- Processes customer utility, property tax and other payments, processes mail and drop box contents, answers customer inquiries and concerns via telephone, email, and in person.
- Processes accounts payable invoices, disburses checks, and prepares voucher approval list for Village Board agenda, including reconciliation of various multi-department invoices such as fuel bills, utility bills and credit card bills.
- Assists Deputy Clerk/Treasurer with several payroll functions including time card review and tracking benefit time. Orders nametags and business cards for new employees and officials and creates user information needed for email, website access, agenda management, charge accounts for fuel and supplies, etc.
- Tracks receipt of, and refund of, refundable deposits such as occupancy deposits and rental deposits.
- Tracks receipt of, and expenditure of, tree fees and coordinates the Village's annual tree planting.
- Accepts applications, obtains approvals, prepares documents, collects fees and maintains records for all licenses of intoxicating liquor, fermented malt beverages, picnic, new business, direct sellers, cigarette,

dog, sign permits, street opening, building, electric, plumbing, and HVAC permits in accordance with applicable Village ordinance and regulations. Sends renewal information to premise owners, publishes all fermented malt, intoxicating liquor and wine license applications, and prepares reports for Jefferson County and Department of Revenue.

- Serves as rental and reservations coordinator for Community Center, park facilities, and sport fields and updates scheduling calendar accordingly. Coordinates sale of ballfield banner advertising.
- Various planning and scheduling duties for other Village events including Village Board retreats, employee appreciation events, and coordinating travel plans when needed for employees attending training or events out of the area.
- Assists the Village Clerk/Treasurer with all election duties, including registration of voters and updating of registration records, processing of absentee ballots, setting up polling places, answering questions, and providing information to the poll workers.
- Assists in the procurement of materials and supplies for the administrative offices and municipal building.
- Serves as point of contact for multiple vendor contracts including, but not limited to, municipal building and Community Center cleaning vendor, Village IT vendor, and Village phone vendor(s).
- Maintains garbage/recycling bin list and orders bins for new residential customers.
- Issues mowing/weed notices and snow/ice removal notices to properties with violations, maintains records of violations and actions, and reports charges to Deputy Clerk/Treasurer for billing.
- Performs other related work as required.

Examples of abilities required for this kind of work:

- Ability to cooperate with others and communicate effectively with customers, other employees, and supervisors.
- Considerable ability to work with frequent interruptions while maintaining accuracy.
- Ability to meet deadlines that may, on occasion, require working beyond normal work schedule.
- Knowledge of general office practices, procedures, and ability to operate office equipment.
- Thorough working knowledge of Microsoft Office platforms.
- Ability to follow complex oral and written directions and work independently.
- Ability to maintain confidentiality.
- Ability to use tact and courtesy in dealing with the public and co-workers.
- Ability to handle stressful situations and make sound judgments.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

Language Skills: Must have ability to communicate orally and in writing with Village employees, supervisors, Village officials and the public.

The Village of Johnson Creek 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.

Employee's Signature

Supervisor's Signature

Date

Date