

**Town of Grand Chute
Position Description**

Name:		Department:	Administration
Title:	Administrative Assistant	Pay Grade:	Grade 3 – Non Exempt
Date:	February 2011	Reports To:	Town Clerk/Treasurer

Purpose of Position

To perform Reception/Administrative support for the Town Clerk and Town Treasurer. Assist with election related procedures, licensing, cash receipting, agenda preparation, switchboard operation. Perform duties under the direction of the Town Clerk and Town Treasurer. Does not supervise others.

Essential 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.

- Register voters. Enter, verify, correct, and purge voter information in the Statewide Voter Registration System (SVRS). Maintain SVRS and manual files.
- Maintain lists of permanent absentee voters and regular absentee voters. Maintain lists of absentee voters in nursing homes. Schedule Special Voting Deputies to visit nursing homes. Prepare election supplies for nursing home voting.
- Maintain list of Military and Overseas voters. Provide ballots as required by the State Elections Board calendar of events.
- Maintain inventory of election supplies; order election supplies.
- Prepare and maintain Power Point Presentation for poll worker training.
- Balance cash drawer; assist with tax collection; utility payments; and utility deposits.
- Prepare agendas and packets for meetings.
- Perform reception duties as needed; prepare and mail correspondence.
- Processes licensing applications relevant to the Clerk’s Office.
- Distribute mail; Open and date stamp Clerk’s mail.
- Performs clerical duties as required: letters, memos, reports.
- Publishes notices in accordance with Wisconsin State Statutes.
- Assists with Annual Town meeting preparation.

Administrative Assistant

- Required to attend SVRS training.
- Ability to multi-task and complete assignments in an environment with frequent interruptions.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with miscellaneous duties as needed or directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or GED equivalent.
- Must be able to operate several computer application programs.
- At least five years of office experience that utilizes procedures in computer technology and general office equipment.
- Must possess a valid Wisconsin Driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Language Ability and Interpersonal Communications.
- Requires the ability to communicate orally and in writing with the Town Board, Town Clerk, Deputy Clerk, residents, public officials, administration, and all town staff.
- Requires the ability to provide guidance, assistance and/or interpretation to others such as co-workers and the public on how to apply policies, procedures, and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, logs, resolutions, agendas, minutes, statistical reports, voting guidelines, statutes, ordinances, procedures, and non-routine correspondence.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Judgment and Situational Reasoning Ability

Administrative Assistant

- Requires the ability to carry out instructions furnished in written, oral, or diagram form. Involves semi-routine standardized work with some latitude for independent judgement regarding choices of action.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Requires excellent customer service skills.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds and occasionally up to 50 pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town 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

Date

Supervisor's Signature

Supervisor's Signature

Date