



Town of Sheboygan
Invites applications for the position of:
Administrative Assistant

Apply Here: townofsheboyganemployment@gmail.com

Reporting to the Town of Sheboygan Clerk, the Administrative Assistant is responsible for function as the primary administrative support for the Town staff. The Administrative Assistant serves as the office receptionist – assisting residents either in-person or over the phone and performs various financial duties to include processing utility and tax payments. The Administrative Assistant works to ensure a friendly, welcoming and consistently excellent standard of customer service for all Town residents and guests.

Essential Duties & Responsibilities:

- * Serves as the office receptionist , providing an excellent standard of customer service for all visitors to the Town Hall and greets and routes phone calls, as appropriate.
- * Provides clerical and administrative assistance for Town administration staff.
- * Prepares and distributes Town Board & all Committee packets; prepares letters, minutes, memos and reports for mailing and distribution.
- * Organizes and arranges setup for various departmental and other Town meetings.
- * Provides data input and word processing; types, edits and proofreads documents.
- * Establishes, organizes and manages Town filing system – both hard copy and electronic.
- * Assists with managing contracts and billing; assists with facility maintenance schedule updates and inspection scheduling.
- * Provides proper invoice coding for bill payment and generates invoices, creates and manages work and purchase orders, processes utility receipts and payments, cash receipts and tax receipts.
- * Assists to manage, operate, maintain and order all office equipment and maintain compliance with the office equipment budget.
- * Assists with absentee balloting and voter registration.
- * Assists with dog, liquor and operator licensing.
- * Processes incoming/outgoing mail; coordinates deliveries to Town facilities and coordinates outside contractors performing work for the Town.
- * Other responsibilities and duties as assigned.

Qualifications:

Skills & Qualifications

- * Exceptionally detail-oriented with a keen attention to detail; ability to maintain a high level of confidentiality.
- * Strong project management and organizational skills in which the ability to prioritize and manage multiple tasks/projects on-time is essential.

* Exceptional communication skills and the ability to communicate effectively with all stakeholders; excellent situational adaptability.

* Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross functional teams.

* Ability to independently and efficiently exercise initiative, resourcefulness and good judgement; able to take direction from others.

Education & Experience

*** Required**

* High School Diploma or GED

* Town (2) or more years of experience in related position

* Highly proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Access, Outlook

*** Preferred**

* Bachelor's degree with a major in Business or Accounting

* Previous experience with a municipality

Wages/Benefits

\$14.00 to \$18.00 per hour or dependent on qualifications; health, dental and life insurance; Wisconsin Retirement Program; paid holidays and sick pay.

Supplemental Information:

Physical Demands: The position requires frequent sitting; sometimes walking, stooping, bending, periodic standing and squatting. Frequently reaching in front of body and occasionally overhead including the infrequent lifting of up to 50 pounds. Continuously handling of objects and equipment using hand, wrist and fingers simultaneously; frequent finger manipulation, use of keyboard, use of calculator and writing. Talking and hearing ordinary conversation primarily in a moderately quiet environment including the use of a telephone. The work environment can be described as that of a general office setting.

***The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

***We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

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