

OFFICE ASSISTANT/DEPUTY CLERK

The Village of Mount Horeb is seeking a friendly, customer-focused individual to join our administrative support team. Candidates must have strong customer service skills and the ability to perform a wide array of administrative functions, including financial duties and elections support.

This position assists customers with matters related to Village provided services, processes payroll and accounts payable, and takes minutes at committee/board meetings. The incumbent also serves as Deputy Clerk and assists the Village Clerk with conducting elections. Typical hours for this position are 7:00am-4:30pm (Monday – Thursday) and 7:00am-Noon (Friday). Occasional work outside of regular hours, approximately one evening per month, is required.

The Village of Mount Horeb offers a competitive wage and outstanding benefits package, including participation in the Wisconsin Retirement System (WRS). The wage for this full-time position is dependent upon qualifications, with a minimum starting wage of \$20/hour.

To apply, submit an application, cover letter, and resume to Char Horsfall, HR Manager, at char.horsfall@mounthorebwi.info

Applications will be accepted until the position is filled.

Please scroll down for job description.

**Village of Mount Horeb
Job Description**

TITLE: Office Assistant / Deputy Clerk
DEPARTMENT: Administration
SUPERVISOR: Human Resources Manager
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: At will
EFFECTIVE DATE: September 14, 2022

SUMMARY: This customer focused position assists internal and external customers by performing a wide variety of administrative tasks. In addition to providing direct customer service to Village residents, the Deputy Clerk / Office Assistant assists with accounts payable processing, payroll processing, and coordination of utility billing activities. This position also supports the Village Clerk position and provides backup support to a variety of office functions.

EDUCATION AND EXPERIENCE: Minimum three years customer service experience required; ability to obtain Wisconsin Municipal Clerk Certification within four years after hire; Associate's Degree preferred; or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job.

ESSENTIAL JOB FUNCTIONS

- Provide service to internal and external customers in person, via phone, and via email.
- Handle and process cash, credit card, check, and other payments.
- Assist with bi-weekly payroll processing including review and verification of payroll documents, creation and maintenance of payroll records, and payment of payroll related tax and benefit obligations.
- Assist with accounts payable processing.
- Assist with utility payments, pay arrangements, and disconnection notices.
- Complete and post the utility billing ACH process.
- Assist with the preparation, collection, and depositing of property taxes.
- Assist the Village Clerk with election activities and responsibilities.
- Assist with the processing of licenses and permits, including alcohol, tobacco, street use, public shows and amusement, etc. Investigate and respond to questions or concerns regarding licenses and permits.
- Perform general office tasks such as ordering office supplies, processing mail, and filing.
- Serve as the primary back up for other office staff and functions, including Village Clerk, accounts receivable, municipal court clerk, and building and zoning.
- Attend Board or Committee meetings as assigned to record the meeting minutes.
- Fulfill all legal responsibilities of Wisconsin Code 61.25.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Maintain effective working relationships with other employees and the public.
- Communicate with, and respond appropriately to, a demanding and diverse public.
- Work independently with minimal supervision.
- Prioritize work tasks to meet deadlines.
- Move or lift objects weighing up to 25 pounds.
- Follow oral and written direction.

Knowledge of:

- Personal computers, calculators, and other standard office equipment.
- Filing and record keeping procedures, including electronic filing.
- Payroll processing procedures.
- Accounts payable procedures.
- Accounts receivable procedures, including cash handling
- Election law, voter registration, and records management.

Skills:

- Use of computers, including Microsoft Office Suite
- Accurately prepare, maintain, and update records and documents.
- Prepare clear and concise reports and correspondence.
- Analyze complex technical and administrative issues, evaluate solutions, and implement an effective course of action.
- Communicate effectively and professionally both verbally and in writing.

WORKING CONDITIONS: Work is generally in an indoor office setting.

- Frequently required to sit in an office chair for extended periods of time
- Frequently required to stand and balance
- Frequently required to use hands
- Frequently required to walk, stoop, climb, talk and hear
- Occasionally required to lift objects up to 25 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.