

<b>DODGEVILLE</b> <i>At the heart of it all!</i>	<b>Title</b>	Office Assistant	<b>Job #</b>	2023-10
	<b>Department</b>	Clerk	<b>Reports To</b>	Clerk/Treasurer
	<b>Full or Part Time</b>	Part Time, Limited Term (LTE)	<b>FLSA Status</b>	Non-Exempt
			<b>Rate</b>	\$25.00/hr

### **ESSENTIAL DUTIES**

1. The primary duties of this position are to assist the Clerk's Office with general customer service and clerical responsibilities.
2. Processes accounts payable and receivable. Assists with duties of other office staff during employee absences, including with utility and tax bill collection.
3. Greets customers in person, by telephone or by email; responds to inquiries of basic City information; refers callers to appropriate person and takes messages in a pleasant manner.
4. Processes payments in a computerized cash receipting system; issues receipts, credit, or change due to customers.
5. Assists with election processes: registers voters, issues application for absentee ballots, prepares election documents for data entry and files election materials.
6. Orders office supplies for City Hall.
7. Responsible for retrieving, sorting and processing mail.
8. Assists clerk with posting and organizing meeting agendas and minutes.
9. Reviews and updates information on the City website and social media as needed.
10. Performs other duties as assigned by the Clerk/Treasurer.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

1. Knowledge of office terminology, procedures; experience with basic accounting principles a plus.
2. Ability to operate office equipment, including but not limited to computers, with emphasis on Microsoft Office products and cash receipting and accounting software.
3. Tact, courtesy, and common sense.
4. Be able to work independently and as a team player.
5. Attention to detail, organization, and ability to prioritize and multi-task.
6. Able to make decisions, to be dedicated and dependable.
7. Ability to understand and follow oral and/or written instructions.
8. Knowledge of methods of handling, receipting and maintaining records of money received.

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	<b>Department</b>	Clerk	<b>Reports To</b>	Clerk/Treasurer
	<b>Full or Part Time</b>	Part Time, Limited Term (LTE)	<b>FLSA Status</b>	Non-Exempt
			<b>Rate</b>	\$25.00/hr

**EDUCATION AND EXPERIENCE**

1. Graduation from high school or equivalent
2. Clerical, general office and/or customer service experience
3. An equivalent combination of experience and training which provides the required knowledge, skills and ability
4. Possession of a valid Wisconsin Driver's License
5. This position may be subject to drug and alcohol testing as specified in the City of Dodgeville Personnel Manual

**ENVIRONMENTAL FACTORS**

Works majority of time in general office setting which requires prolonged sitting. Dexterity in moving, picking up objects and operating office equipment is required. Must have ability to bend & lift up to 30 pounds. Requires eye-hand coordination and manual dexterity. Requires the ability to distinguish letters or symbols. Requires the ability to adjust and operate office equipment.

**CLOSING STATEMENT**

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_