



"In the Spirit of Town Government"

Town of Buchanan
N178 County Rd N
Appleton, WI 54915-9459

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www.townofbuchanan.org

POSITION AVAILABLE

Administrative Assistant

Are you looking for a challenging position that offers you an opportunity to contribute to your community? Are you in a dead-end job or just looking for a new opportunity that allows you an opportunity to grow your skills? Because of your personal needs are you seeking a job with flexible hours? Then perhaps you are a good fit for the newly created position in the Town of Buchanan. The position of Administrative Assistant is a part time position (up to 20 hours per week). The pay to start is between \$16 - \$17/hour with flexible scheduling. The successful candidate will be a high school graduate or GED equivalent with at least two years of clerical-accounting experience. To learn more, visit the Town of Buchanan website at www.townofbuchanan.org. Completed Town of Buchanan employment application, resume and cover letter should be submitted to the Buchanan Town Hall at N178 CTH N, Appleton, WI 54915 by close of business, Monday, January 30, 2023. Emailed submissions and questions concerning the position will be accepted at hveleker@townofbuchanan.wi.gov. Position is open until filled. EOE



Job Title	Administrative Assistant
Department	Administration
Employment Status	Part Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work	
<p>This position is responsible for the processing of numerous Town related transactions and is required to perform a variety of tasks in support of the Town Clerk/Treasurer's Office . In addition, the employee has the responsibility for courteously greeting and handling telephone and over-the-counter callers to the Town Hall.</p>	
Supervision	
Received	Town Clerk/Treasurer
Exercised	None

<p>Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.</p> <ul style="list-style-type: none"> • Process payments from the public and Town departments • Reconciles daily cash register drawers, and prepares bank deposits. • Maintenance of accounts receivable related invoice processing and collection. • Assists with processing of license and permit applications; renewal notices and State reporting requirements. • Assists with election administration to include voter registration duties; distribution of absentee ballot materials; and maintenance of computerized voter registration records including preparation work for elections. • Assists with ordering general office, printing, postage and copier supplies for Town Hall. • Distribution of incoming mail. • Provide Town related information regarding various forms of inquiries: telephone, over-the-counter and written requests. • Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry
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and data retrieval in the Clerk/Treasurer department.

- Assists other departments as requested; performs research and provides information as needed.
- Assist in the processing of Town permits, fees and tax payments.
- Assist Town Clerk with processing Town Board and other Town related meeting packets and assists with taking meeting minutes as may be required from time to time.
- Assists the maintenance of Town communications with citizens to include website maintenance, Town Hall electronic sign and preparation and distribution of the Town's quarterly newsletter.
- Assists with administration of Town Hall rentals and issuance of pet licenses.
- Performs Notary Public duties as needed.
- Covers for other administrative staff when they are out on vacation, sick leave or participating in both on-site and off-site training.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent; some training in finance and accounting or related field preferred; and at least 2 years of clerical-accounting experience involving computer recording keeping is required; Experience with cash management and cashier operations, is desired; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Town department and functions.• Legal requirements regarding municipal record retention; licensing and permits; and elections.• Working knowledge of general accounting principles and practices.• Business English (grammar, punctuation, spelling and tone) and basic math.• The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none">• Work independently with minimal supervision.• Understand and follow instructions.• Ability to perform arithmetic computations accurately and quickly.• Ability to manage time well, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.• Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none">• Customer service.• Well-developed communication skills, both verbal and written.

Necessary Special Requirements

None.

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

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds.
- Work under time pressures such as frequent “rush” jobs, urgent deadlines, etc.
- Work under distractions such as telephone calls and other disturbances.
- Perform repetitive activities (calculating, keyboarding, and writing).
- Encounter unpleasant social situations (dealing with irate or disturbed individuals).

Approved by the Buchanan Town Board: December 20, 2022