



DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT

Approved VBM 5-8-17

A. General Duties

1. Reception desk/telephone management
2. Order/track office supplies
3. Reconcile petty cash
4. Retrieve and disperse incoming mail/invoices daily
5. Check night drop box daily
6. Maintain/design village website
7. Publish village equipment for sale on Wisconsin Surplus website
8. Design, print and fold quarterly newsletter
9. Make/maintain welcome packets for new residents
10. Prepare mailings for Village Board, Weed Commissioner, office staff & DPW as needed
11. Prepare and mail special assessment letter requests to real estate/title companies
12. Maintain DPW image files and print images as requested
13. Maintain Village Board and Committee Members listing
14. Update/create office forms as needed
15. Type labels for files as needed
16. Maintain master calendar
17. Pick up bank bags as needed
18. File account payment reports after processed by treasurer
19. File accounts payable invoices/payment check stubs after approved for payment by Board

B. Meetings (*Under supervision of Village Clerk*)

1. Post agendas
2. Set up for meetings

C. Receivables (*Under supervision of Village Treasurer*)

1. Generate receipts for all payments received at reception desk
2. Receive and enter property tax bill payments in Ascent database
3. Process dog license payment batches in Ascent database for all check/cash payments
4. Make dog license payment deposits for all check/cash payments
5. Shred remote deposit checks after retention period in order to maintain information security

D. Elections (*Under supervision of Village Clerk*)

1. Assist residents with voter registration applications
2. Verify proof of residency for voter registration applications received at reception desk
3. Assist residents with absentee ballot applications
4. Assist with Election Day voter registrations and other tasks as needed during elections

E. Building permits (*Under supervision of Village Clerk*)

1. Create/update building permit informational packets
2. Act as a liaison between residents and village building inspector when needed
3. Receive building permit applications, verifying they are completed properly and turned in with required supporting documents
4. Process/route building permit applications to inspector (and Village Clerk when applicable)
5. Call residents for pick-up of approved building permits
6. Collect building permit payments and route to treasurer for processing
7. Maintain building permit log
8. Property file updating/maintenance with new permit information

F. Office equipment

1. Add postage/order supplies/request service for postage machine
2. Call for service/supplies on copier and fax machine
3. Program phone system as needed
4. Program copy machine as needed

G. Recycle Center

1. Manage programming for gate access software communication system
2. Collect signed user forms and access card purchase/renewal fees from residents
3. Maintain stock of access cards and order more as needed
4. Program access cards when needed and maintain all user files
5. Maintain/Update Residential Recycling Center User Agreement form as needed

H. Manage water and sewer department administrative financial functions with Village Treasurer

1. Pick up mail trays for utility billing cycles quarterly
2. Print utility rate sheets for quarterly utility billing cycles
3. Collect sewer hauler dump slips from Wastewater Sup. & process consumption entries
4. Oversee maintenance of utility meter communications with Water Department field staff
5. Read meters quarterly, accurately calculating service charges due
6. Generate quarterly utility billings and mail by deadlines set forth by WI Public Service Commission Administrative Rules outlined in WI Statutes
7. Notify landlords via letter of past due tenant utility balances within 14 days of quarterly due dates
8. Enter utility customers who apply for utility bill auto-pay program into Workhorse
9. Process customer move-ins/-outs in Workhorse & mail resulting pro-rated utility bills
10. Research & update customer information when property sold without notification to utility
11. Provide water and sewer information to the public as appropriate
12. Calculate delinquent utility account balances as of October 1st each year, and prepare mailings notifying utility customers (and landlords, if applicable) of penalties and payment deadlines to be mailed out by October 15th annually in accordance with WI State Statutes
13. Report delinquent utility account balances to be applied to tax roll to Village Treasurer by November 15th annually
14. Compile and distribute "Welcome Packets" to new residents containing Village service information regarding garbage pick-up, voter registration, recycle center info, etc.

- I. Traffic Violation and Registration Program (*Under supervision of Village Marshal*)**
 - 1. Act as point of contact for Traffic Violation and Registration Program (TVRP)
 - 2. Forward “Notice of Unpaid Citation” forms from Marshal to WI Dept. of Motor Vehicles
 - 3. Upon receipt of payment, forward completed satisfaction document to DMV

- J. The Administrative Assistant will be responsible for any additional duties as assigned by the Village Clerk and Village Treasurer.**

- K. You must read, understand and follow the employee manual.**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF EMPLOYEE HANDBOOK & JOB DUTIES

I hereby acknowledge receipt of the Village of Belgium Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the Village of Belgium that provides otherwise, I have the right to resign from my employment with the Village of Belgium at any time with or without notice and with or without cause, and that the Village of Belgium has the right to terminate my employment at any time with or without notice and with or without cause. I further acknowledge and understand that my duties and responsibilities may change as deemed necessary by a majority vote of the Village of Belgium Board of Trustees in order to best serve the residents of the community.

I have read, understand and agree to all of the above. I have also read and understand the Village of Belgium Employee Handbook.

Employee Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Village of Belgium, its trustees, or residents as a result of working for the Village of Belgium that is not otherwise public record per Wisconsin State Statutes, constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Village of Belgium or to other persons employed by the Village of Belgium who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Village of Belgium’s confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

A copy of all pages contained herein, including signature pages, is to be given to employee upon completion.