

# POLICE ADMINISTRATIVE ASSISTANT/RECORDS CLERK

**Position Summary:** Performs a variety of secretarial duties, maintaining computer based and paper files; Answers office inquires and performs supervisory administrative tasks to include training and coordinating workflow of clerical staff; Works under the supervision of the Chief of Police.

## Essential Duties and Responsibilities:

- Composes and types correspondence.
- Data entry of police reports into the database system.
- Maintains and enters parking citation records into the database system.
- Organizes and maintains file system, and files correspondence and other records.
- Conducts research, and compiles and types statistical reports.
- General receptionist duties, screens telephone calls, answer office inquires.
- Liaison for software user group meetings.
- Dispatch and assign patrol officers to calls for service.
- Establishes and develops resources that create timely efficient workflow.
- Maximizes office productivity through proficient use of appropriate software applications.

## Other Duties and Responsibilities:

- Maintaining cash drawer.
- Participate in meetings.
- Respond to open records requests as directed by the Chief of Police (may not release information of any kind without prior approval)
- Other duties as may be assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School diploma; Associates degree or equivalent preferred. Combination of education and experience considered.

- **Knowledge, Skills and Abilities:**
  - ✓ Ability to coordinate projects.
  - ✓ Ability to manage time effectively and work under pressure.
  - ✓ Experienced with grammar, spelling, and punctuation.
  - ✓ Ability to establish and maintain effective working relationships with fellow employees and the public.
  - ✓ Ability to prepare and maintain accurate and complete records, files and reports.
  - ✓ Ability to communicate effectively both orally and in writing.
  - ✓ Ability to read and interpret documents such as state, federal and local statues and procedure manuals.
  - ✓ Skill in identifying, developing alternative solutions and resolving problems.
  - ✓ Skill in utilizing word processing and database computer software.
  - ✓ Must possess the ability to work unsupervised and maintain confidentiality at all times.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form.
- **Equipment and Machinery:** Ability to operate, typewriter; computer; copy machine; calculator; and fax machine.
- **Certifications, Licenses and/or Registrations:** Wisconsin Department of Justice eTIME certification.
- **Other Requirements:** Must pass extensive background investigation.

**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.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hand to finger, and to talk or hear. The employee is frequently required to handle or feel objects or controls and to stand, walk, kneel or crouch. The employee is occasionally required to climb stairs, and very light lifting under 20 pounds.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Task requires work be performed in environmental conditions consistent with inside office environment.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract or employment between any employee or group of employees and the employer. The employer retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

# DEPUTY CLERK-TREASURER/ADMINISTRATOR/ZONING ADMINISTRATOR

**Position Summary:** Performs and participates in Clerk-Treasurer tasks for the Village of Elkhart Lake. (Deputy Administrator/Clerk-Treasurer assists Village Administrator in some or all duties as directed)

**Supervision:** Directly reports to the Village Administrator/Clerk-Treasurer.

## Essential Job Duties & Responsibilities:

### *General Administration*

1. Follows the duties enumerated in State Statutes 61.25 and 61.26, in the absence of the Clerk-Treasurer.
2. Ensures access to public information, documents and services by providing front desk and phone coverage during scheduled office hours.
3. Informs and assists residents with proper procedures to secure permits and licenses, including but not limited to: Building; Zoning; Beer and Liquor Sales; Cigarette; Animals.
4. Handles the purchase and sales of the Village beach buttons.
5. Attends training sessions as needed.
6. Provides adequate storage and filing methods for Village records.
7. Follows Village filing practices.
8. Direct maintenance staff to perform necessary tasks and follow up to ensure work is completed.
9. Assists Library, Fire Department, First Responder, Building Inspector, Public Works employees, Village Administrator and Assessor with administrative functions as necessary.

### *Supports Designated Boards and Committee of the Village*

1. Prepares agendas for meetings based on scheduled issues and special requests.
2. Posts and/or publish meeting agendas or notices as required by law.
3. Researches and compiles necessary information and documents related to agenda items, provides reports and copies to each Board or Committee member in time for adequate review before each meetings.
4. Sets-up meeting room in advance, taking into account accommodations for any special needs.
5. Attends and records meetings and takes notes for later transcription.
6. Acts as a resource during meetings for any needed information or documents.
7. Transcribes notes into meeting minutes.
8. Follows up on directives issued by Boards or Committees.

### *Financial Administration*

1. Performs accounts payable, accounts receivable and payroll functions.
2. Updates various budget revenues and expenditures monthly and annually.
3. Works with auditor to prepare Annual Report and Financial Reports.
4. Prepares various local, state, and federal reports.
5. Works with the Village Administrator, Village Boards and Committees to draft the Annual Budget.
6. Helps collect and apply district tax levies to assessed value for generation of mill rates and tax bills.
7. Collects property taxes and distributes monies to taxation districts based on State prescribed methods.
8. Purchases necessary supplies and equipment.

### *Election Administration*

1. Helps perform necessary tests of voting equipment and ballots before each election.
2. Assists in issuing absentee ballots and registering voters per State prescribed methods.
3. Helps schedule election officials to adequately staff election.
4. Helps open and close polls and transmit results to County Clerk.
5. Reviews the paperwork completed by Election Officials to ensure it is accurately completed.
6. Performs other duties as necessary and as required by state statutes.

### ***Water Department***

1. Completes quarterly water and sewer billing.
2. Assists in placing any delinquent water and sewer bills on the tax roll.
3. Assists in completion of accounting for the water department.
4. Works with auditor to prepare Annual Report and Financial Reports.
5. Assists in the completion of the annual PCS report.
6. Completes meter swaps, final meter reads, receipts, and final billings.
7. Annually prepares and mails deduct meter cards to residents.
8. Collects water and sewer payments.

### ***Zoning & Shoreland Ordinance Administration***

1. Assists residents, realtors, and developers throughout the land division and zoning processes.
2. Answers questions related to zoning and shoreland ordinances.
3. Attends Planning Commission meetings and provides staff opinions on projects.
4. Reviews and updates the Village's Comprehensive Plan.

### ***Economic Development***

1. Assists potential businesses and developers with regulations of the Village.
2. Helps to secure funding for new businesses.
3. Directs potential new businesses to apply for CDA grants and loans.
4. Helps with the creation of TIF districts for potential developments.

### **Education and/or Experience:**

A minimum of a high school diploma, but a two-year degree in public administration, accounting or a related field is highly encouraged. Some combination of education and experience will be considered.

### **Knowledge, Abilities and Skills:**

- Knowledge of computer programs such as Microsoft Word, PowerPoint, Excel, and Access.
- Knowledge of accounting principles and practices.
- Knowledge of government operations.
- Knowledge of zoning ordinances.
- Ability to manage time effectively and work under pressure.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to read and interpret documents such as state, federal and local statutes and procedure manuals.
- Ability to prepare and maintain accurate and complete records, files and reports.
- Ability to communicate effectively oral and written instructions.
- Ability to adapt and learn new computer programs.

### **Special Qualifications:**

- Becoming a Notary Public is required within a year of employment.
- Membership in Wisconsin Municipal Clerk's and Treasurer's Associations is encouraged.

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