

Full-Time Zoning Administrative Assistant/Deputy Treasurer Village of Bloomfield

The Village of Bloomfield is seeking a Zoning Administrative Assistant/Deputy Treasurer. This position performs a variety of administrative duties and additional duties as directed by the Village Clerk.

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.

- Serve as the primary point of contact for Zoning inquiries and applications.
- Maintain a filing system for all Zoning-related applications (both paper and electronic).
- Accounts Receivable and invoicing for the Village and Utility.
- Responsible for maintaining accurate and up-to-date Village logs.
- Assist the Clerk in preparing the Tax Roll to include special charges, special assessments, and delinquent utilities.
- Assist with Elections
- This position will perform administrative, customer service & clerical work related to everyday functions for the Village of Bloomfield and Utility Department
- Assist customers/residents at the front counter and on the phone.
- Assists the public in problems pertaining to Village matters and handles general complaints, either in person or on the telephone.
- Duties are constantly evolving and changing and may include handling of other assigned duties.

Qualifications:

Knowledge of

- State statutes, Village ordinances, regulations and other legal provisions related to the organization and function of municipal government.
- Cash management including accounting, bookkeeping, and collections.
- The operation of standard office equipment including computers and related software programs.

Skills in

- Preparing clear, concise, accurate and informative reports.
- Oral and written communication.
- Recordkeeping and database management.
- Multi-tasking, problem-solving, and computer skills with attention to detail and accuracy.

Special Requirements:

- Education/Training: Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping with a minimum of three (3) years related experience, or equivalent combination of related education, training, and experience that provides the required knowledge, skills and ability.
- Must be bondable according to State Statutes and able to obtain a notary public certification.
- Strong analytical and mathematical skills.
- Demonstrate strong skills in Microsoft computer applications.
- Knowledge of modern accounting methods and practices is preferred with a general understanding of public finances.
- Must be able to project a professional and friendly image through in-person and phone interactions.

- Skill in the operation of standard office equipment such as computer, multi-line telephone, copier, calculator, printer, etc.
- Ability to plan, organize and prioritize workload with numerous interruptions.
- Ability to maintain accurate and detailed records.
- Proficient computer skills including experience with Excel, Outlook, Microsoft, and Internet.

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 accommodation may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to focus.
- While performing the duties of this job, the employee frequently is 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 is occasionally required to stoop, kneel, bend, or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

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

The noise level in the work environment is moderately noisy.

Selection Guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Schedule: Monday – Friday 8:15am – 4:15pm.

Pay and Benefits:

This is a full-time, non-exempt position with an hourly wage of \$18 - \$20, depending on qualifications, plus excellent benefits package including time paid off, Wisconsin Retirement System, Wisconsin Employee Trust Fund (ETF) Group Health Insurance, Dental, Vision, and Life Insurance.

It is not typical for someone to be hired at or near the top of the salary range. The specific compensation offered to a candidate is reviewed and based off a variety of factors including skills, qualifications, experience, certifications, and internal equity.

How to Apply:

Please submit a Resume and Cover Letter with your completed application, found on our website: www.villageofbloomfield.com, mail to:

Village of Bloomfield Administrator or email to: administrator.cole@villageofbloomfield.wi.gov
 N1100 Town Hall Road
 PO Box 609
 Pell Lake, WI 53157

Close Date: Open until filled.
 (The Village of Bloomfield is an Equal Opportunity Employer)