



Town of Burlington

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070 • **Fax:** (262) 763-2118

E-Mail: brian.graziano@townofburlington.com | www.TownofBurlington.com

Job Announcement – Town of Burlington

Position: Office Assistant

Department: Town of Burlington – Main Office

Salary Grade: \$17.00 - \$19.00/HR DOQ

Posting Date: 11/3/2020 – 11/17/2020

Expected Start Date: Immediately

Purpose of Position

Provide professional, effective, efficient clerical services in an office setting. Some responsibilities may include answering citizen questions either by phone, in person or via electronic correspondence. You would report to the Town Clerk and Town Administrator and assist in general office duties that will include entering of invoices, collecting of tax and licensing payments, election assistance and prep work for meetings and other duties as assigned.

Essential Functions

- Prepares, processes, prints, collates, distributes, and mails agendas, minutes, staff reports, recommendations, special presentations, and communications.
- Assists in the scanning, filing and distribution of all Records for the Town Clerk at the direction of the Town Clerk.
- Serve as main desk receptionist for Town Hall including switchboard operations, directing individuals to appropriate departments and/or resources and assistance with over-the-counter requests.
- Orders and stocks general office supplies for Town Hall departments.
- Sorts and distributes incoming and outgoing mail
- Assists in ensuring that all required public hearings are certified and mailed out to appropriate citizens.
- Assists in preparing and posting agendas and related information for various Board/Committee/Commission meetings in accordance with state statutes.
- Performs all other duties as assigned.

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Position Requirements

Require a high school diploma or equivalent, specific vocational course work in clerical and word processing practices a plus. Three years of experience in clerical work is preferred along with the following skills and abilities -

Skills and Abilities:

- Ability to present a positive image of The Town of Burlington.
- Must have basic awareness of statutory rules and requirements.
- Must demonstrate solid writing, organizational, coordination and tracking skills.
- Ability to communicate both verbally and in writing in a pleasant and professional manner.
- Ability to work with customers and other employees under pressure and deadlines.
- Must have basic computer skills and the ability to learn new computer software.
- Must demonstrate an understanding of modern office methods, procedures, and equipment.
- Ability to self-motivate and work independently in addition to following written instructions.

Please fill out application and submit a resume to brian.graziano@townofburlington.com or in person to the Town of Burlington. Resumes and applications will be reviewed upon receipt.