

Full-Time Records Administrator / Administrative Assistant

The Village of Maple Bluff is currently accepting applications for a full-time Records Administrator / Administrative Assistant. This position is unique within our agency and works approximately 75% of time in the Administrative Department and approximately 25% of time in the Police Department. Applicants would work approximately 40 hours a week from 8am to 4:30pm Monday through Friday, with occasional evening support obligations. Resumes will be accepted continuously, and interviews scheduled as needed. For more information, contact Sarah Danz at (608) 244-3048 or sdanz@villageofmaplebluff.com.

TO APPLY: Submit resume and application to Sarah Danz, 18 Oxford Place, Madison, WI 53704 or sdanz@villageofmaplebluff.com. Application can be found on our website at www.villageofmaplebluff.com. Please note that qualified applicants may be invited to appear before an oral board and may be required to complete psychological exam, drug screening, and extensive background investigation.

THE VILLAGE OF MAPLE BLUFF IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION SUMMARY

The position primarily involves administrative support services, public interaction, records management responsibilities, and data input duties. The position also involves a wide range of various service and support responsibilities typical within a small municipal team.

Administration Responsibilities (75%): Records management, resident communications, responding to general inquires, face-to-face resident interaction, municipal court support, and general office tasks. A successful candidate will demonstrate core values of integrity, compassion, trust, and dedication; as well as be a self-starter, able to work independently and within groups, as well as a problem-solver who takes initiative.

Police Department Responsibilities (25%): Direct support to Chief of Police and Sergeants, administrative support services for patrol and investigative operations, database management and data entry, statistical reporting and analysis and records management. A successful candidate will have a balanced set of character traits including drive, resiliency, adaptability, integrity, intelligence, and team-ability.

Pay: \$25.00-\$30.00/hour (dependent on qualifications). Non-exempt.

Benefits:

- 6.8% Employer contribution to Wisconsin Retirement System
- 6 days of vacation upon hire
- Up to 87% Employer contribution towards Health Insurance
- 90% Employer contribution towards Dental Insurance
- Paid vacation, sick, and holiday time

DUTIES AND RESPONSIBILITIES

- Work cooperatively with others to accomplish our mission.
- Establish, update, and maintain records management systems
- Manage paper and electronic record-keeping systems
- Write and/or proof-read reports and publications
- Manage inquiries and requests for information
- Ensure compliance with legal and administrative requirements
- Classify, index, and protect records and data
- Destroy or archive finished data/records
- Maintain and safeguard employee records, databases, and filing systems
- Book meetings and travel, schedule events, order supplies, answer / redirect inquiries
- Distribute incoming and outgoing mail
- Review reports, input data, and draft analytical products
- Handle queries from supervisors and staff
- Assist with village public activities as needed
- Other duties as assigned

CERTIFICATIONS, TRAINING, AND EXPERIENCE

- Administrative work experience in records management and/or municipal government preferred
- Track record of excellent customer service
- Associates Degree or higher-level of education preferred

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate initiative and exhibit a positive attitude
- Demonstrate character traits of integrity, compassion, trust, and dedication
- Ability to work independently and within a team
- Ability to adapt to new challenges, think critically, and solve problems
- Ability to establish and maintain effective working relations
- Ability to take-on increasing levels of responsibility
- Knowledge of office policies and procedures
- Proficiency with office management tools Excel, Teams, Access, Zoom, and Outlook
- Excellent organizational and time-management skills
- Strong written and oral communication skills

WORKING CONDITIONS

- Frequently required to stand and/or sit for extended periods of time
- Occasionally lift and move objects up to 25lbs
- Repeating motions that may include the wrists, hands and/or fingers