

**CITY OF CUMBERLAND, WISCONSIN
POSITION DESCRIPTION**

TITLE: Part Time Administrative Assistant
DEPARTMENT(S): Administration & Police Departments
LOCATION: City Hall
SUPERVISOR: City Administrator and Chief of Police
CLASSIFICATION: Non-Exempt
CATEGORY: Regular Part-Time

PURPOSE OF POSITION: To provide administrative support to the Administration and Police Departments in a highly responsible, professional and confidential manner.

DUTIES AND RESPONSIBILITIES: The duties listed below are representative of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position as determined by the City Administrator or Chief of Police.

- Provide administrative support as assigned.
- Provide excellent customer service to all customers served including in-person, over the phone, and via electronic communication including email.
- Basic cash-handling duties as assigned including the processing of customer payments, reconciling of cash drawers, and making of bank deposits.
- Prepare documents including word processing and spreadsheets.
- Highly accurate and effective record keeping.
- Maintain the highest level of confidentiality in handling sensitive information.
- Process records requests as directed.
- Maintain, clean and organize offices.
- Order office supplies.

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Knowledge of basic computer skills.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to establish and maintain effective working relationships.

EQUIPMENT USED: Standard office equipment including but not limited to computer systems with multiple software packages, multi-line office phone systems, and other miscellaneous office equipment.

PHYSICAL AND ENVIRONMENTAL FACTORS: The physical demands of this position are low, with sitting for extended periods and occasional light lifting of less than 20lbs.

Signature

Printed Name

Date