

Village of Belleville Employment Opportunity Office Assistant Position

The Village of Belleville, population 2,473, is seeking to fill the part-time position (25 hours per week) of Office Assistant. Located thirty minutes from downtown Madison, Belleville is a growing rural suburb situated in both Dane and Green Counties.

The Office Assistant works with key members of Village Hall Staff to provide support for administrative and financial operations. General duties include: general receptionist duties and office support functions and responding to customer inquiries and information requests. Specific duties include: utility and tax bill receipting, preparation of banking deposits, posting of public notices, filing, responding to email requests, answering phone calls, taking citizen complaints, and other duties as assigned. The position is under the supervision of the Administrator / Clerk / Treasurer. Position will work 25 hours per week during normal Village Hall hours with final schedule to be determined.

Applicants must have a high school diploma or equivalent. Desirable qualifications include: use of web-based applications, office software, email, and general office equipment. The successful candidate will have a personable and professional attitude and appearance, integrity, flexibility, strong organizational skills, accuracy, attention to detail, and superior customer service. Preference will be given to applicants with business course work, governmental experience, or other equivalent training and experience.

The base wage for the position is \$15.00 per hour dependent upon qualifications and experience. Prorated benefits include WRS retirement, ETF health insurance, dental, and life insurance with employee contributions. A criminal background check and other pre-employment testing will be required.

Applicants may apply for this position by submitting a cover letter, resume, and five professional references to the attention of Brian Wilson, Village Administrator, via email at bwilson@villageofbelleville.com no later than 3:00 p.m. on Monday, March 8, 2021.
EOE

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