



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	Public Works Clerk
Classification	Hourly/Non-exempt
Pay Range	\$16.80/hr. - \$21.00/hr. FT63

Job Summary

The position of Public Works Clerk is a full-time clerical position within the Public Works Department of The Village of Pleasant Prairie. The Public Works Clerk reports to the DPW Executive Secretary and the Director of Public Works. The Public Works Clerk is the first contact for people doing business at Roger Prange, greeting them and either handling their needs or directing them to the proper resource. This includes (but is not limited to) answering the telephone, greeting people walking into the Roger Prange building and receiving and distributing mail. Computer skills are essential as you learn and use the various Village software programs. In this full-time position, you'll be expected to perform standard clerical duties to provide clerical support to the Public Works staff and assisting other Village departments as assigned.

Job Duties

- Receptionist for Public Works Department, responding to customers/residents that come to the counter or call on the phone in a pleasant and professional manner.
- Takes complaints and forwards to appropriate personnel.
- Maintain Adopt-A-Road Program.
- Maintain Employee Information; locker list, mailboxes, phone list, etc.
- Maintain Solid Waste weight tickets and daily solid waste tonnage report.
- Required to create and prepare various reports from software including but not limited to; Excel, Munis, and Cityworks.
- Prepare DPW billing from work orders.
- Process and distribute Public Works mail daily.
- Assist in maintaining Public Works department pages on website.
- Assist in processing and maintaining locate tickets.
- Prepare monthly, quarterly, and yearly reports as it pertains to the department.
- Compose, create or edit documents as needed for recording and mailing.
- Manage and maintain department files and database.
- Ability to prepare weekly and monthly labor reports and check for accuracy.
- Ability to process culvert permit applications and culvert billing.
- Ability to research and process requests for information accurately.
- Ability to prioritize and organize workload and work schedules effectively.
- Effectively cross-train in all clerical support functions.
- Operate and have basic knowledge of maintenance of a copy machine, printer and other office equipment.
- Ability to work independently and as a team environment.
- Ability to transition from one project to another and work effectively under stress.
- Communicate effectively with public and co-workers.
- Must use discretion in performing administrative tasks.
- Comply with departmental and Village of Pleasant Prairie's policies and procedures.
- Perform all other duties and functions as required or assigned.

Physical Requirements

- Essential job functions of this position require a significant amount of walking, standing, listening, communicating, sitting, filing, typing, and lifting and carrying a range of weight up to 15 pounds.
- Must be able to complete work in an office setting that will require sitting at a desk utilizing a computer and telephone.
- Communication skills of listening and verbal and written communications both electronic and handwritten.

Requirements - educational, certifications and experience

- High School graduate or equivalent required.
- Associate's Degree as Administrative Assistant; or 3 to 5 years secretarial experience preferred.
- Effective customer service, organizational and interpersonal communication skills.
- Ability to utilize the software system needed to effectively manage and create reports.
- Knowledge of general office procedures.

- Knowledge of Windows environment including Microsoft Suite and databases.
- Must have and maintain a valid driver's license.
- Typical hours are 7:30 a.m. - 4:30 p.m., Monday through Friday.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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