

- Assists Administrator in preparing deposits, accounts payables, monthly reports, trial balances, and other bookkeeping functions.
- Develops, designs, edits, and distributes Department newsletter and other educational materials.
- Assists Administrator in coordinating and organizing special events and department participation in the Vernon County Fair.
- Assists customers, vendors, and visitors arriving at the Department office.

III. Related Job Functions

- Provides backup for staff when they are out of the office.
- Establishes and maintains effective working relationship with co-workers and others.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard
- Familiar with federal, state and local agencies and their programs/coordination with county programs.
- Responds to requests from other Counties, States, and Federal agencies for information/comparisons as directed.
- Perform reception tasks including receiving visitors and telephone calls, relaying messages.
- Provides information regarding routine questions on Solid Waste/Recycling issues.
- Attends meetings and training sessions as directed.
- Performs related work as required or directed.

IV. Physical Demands

50%- Sits at desk, uses 75%-hearing, near vision and fingering for typing, word processing, computer, copiers, calculators or other office machines. 75%-Talks to clients, callers, department, staff. 10%- Sits, walks, stands, bends, reaches, and moves about the office intermittently throughout the day. 50% -Handles telephones, papers and manuals, etc. Some time is spent standing and reaching in order to perform filing or other duties and lifting files, copy paper and other office materials. May drive vehicle to perform errands. Involves minimal potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Graduation from an accredited high school, or GED, preferably supplemented by one year of office experience and advanced technical training or any acceptable combination of education, training and experience which provides the necessary knowledge, skills and abilities. Experience working with various socio-economic levels of public.
- Proficiency with Microsoft Office including Publisher.
- Experience in operating office equipment and phone/switchboard equipment