

## **ADMINISTRATIVE ASSISTANT**

The City of Brillion is seeking a part-time Administrative Assistant. This position is a key role within the administration and its accounting responsibilities. Primary duties include receiving payments, routine clerical functions, data processing in accounts payable/accounts receivable/utility billing, meeting agenda preparation, election assistance, website maintenance and newsletter creation.

The ideal candidate possesses accounting fundamentals, database software experience and is highly organized with attention to detail. Occasional evening hours may be needed. Prior municipal government experience preferred. Ability to pass a background check required.

Please send cover letter, resume, and references to:

City of Brillion  
Attn: Scott Feldt  
201 N Main  
Brillion, WI 54110

You can also email these documents to [admin@brillionwi.gov](mailto:admin@brillionwi.gov). For any questions, please call 920-756-2250. The deadline for qualified applicants to submit their documents will be March 30, 2026, by 4:30 pm.

**CITY OF BRILLION  
POSITION DESCRIPTION**

Position Description: Administrative Assistant

Department: Office of the City Administrator

Supervisor: City Administrator

Union: N/A

Location: City Hall

Hours: Part-time position  
20-25 hours/week  
Hours can be adjusted to meet the needs of the organization.

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**JOB PURPOSE:**

Performs varied confidential and general clerical and administrative functions in the administration of the City government. Provides front-line communications with all general public including telephone and counter reception functions. Work involves performing general administrative duties for the management staff, handles confidential union matters for administrative officials, relieving them of routine administrative details.

**DUTIES AND RESPONSIBILITIES:**

1. Assist in conducting the daily affairs of the City of Brillion business office and general office functions.
2. Provides assistance in dealing with the public's needs, and concerns of the City's residents as to promote good public relations. Answers telephones and offers front counter assistant in a professional manner.
3. Assist in financial record keeping and performs duties related to accounts receivable, and accounts payable.
4. Assist in the collection of water and sewer utility billings.
5. Assist in the issuance of pet licenses and city permits.
6. Assist in the conducting of elections.
7. Assist in the collection of tax bills.
8. Assist in meeting preparation. Organize, make copies and distribute meeting packets to Council, Committee and Commission members, staff and all concerned.

9. Assist in the maintenance of records, correspondence, handling outgoing mail, filing, run errands and other general tasks as needed.
10. Organizes and prepares the City quarterly newsletter, monthly employee newsletter, and maintains and keeps current the City website and Facebook page.
11. Deals with documents of a confidential nature for the City Administrator, Clerk-Treasurer and City Common Council.
12. Perform such other duties as may be directed by the City Administrator.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

1. High school graduation or GED equivalent, supplemented by vocational/technical courses in office practices or secretarial science.
2. At least two years experience working in an office environment. Previous local government office experience desirable.

#### **Necessary Knowledge, Skills and Abilities:**

1. Working knowledge of clerical and business office procedures, terminology, and equipment.
2. Ability to follow complex oral and written directions and to work independently without supervision; ability to deal with confidential matters; ability to establish and maintain effective working relationships with employees and the public; ability to handle stressful situations; and ability to make mature judgments and to deal with confidential information.
3. Knowledge of Microsoft Office products.
4. Ability to attend municipal clerk/treasurer training.
5. Notary Public desirable.