



**HUMAN RESOURCES DEPARTMENT**  
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The City of Pewaukee has an opening for a full-time Administrative Assistant in its Public Works Department. The salary range is \$18.69 to \$20.82 per hour depending on qualifications and experience, and includes a generous benefits package.

The Administrative Assistant performs intermediate skilled administrative and clerical assistance, supporting the Streets Division, Engineering, and the Water & Sewer Utility; representative duties include the following:

- Primary responsibility for answering phones and assisting customers at the Public Works counter.
- Reviews, scans, and tracks Water and Sewer Utility and Streets Department accounts payables.
- Assists Street Superintendent in creating reports, inventories, and equipment maintenance records.
- Assists the Utility Billing Specialist with the preparation of the water and sewer quarterly utility billings, data entry into UMS, running meter reading reports, and working with utility operators to make corrections or conduct secondary readings.
- Prepares work orders and schedules appointments for Utility and Public Works activities.
- Works with engineers and accounting staff on special assessments; researches and answers special assessment questions and keeps accurate records of special assessments.
- Drafts, posts and logs Public Works Committee agendas; prepares, distributes and posts packets for Committee meetings; attends Committee meetings, takes notes and prepares meeting minutes.
- Composes, types, and proofreads memos, reports and correspondence and sets up new development files for engineering staff and Streets Superintendent; maintains developer and municipal agreements.

Please [Click Here](#) to access the job description for a complete list of responsibilities.

Qualified applicants will 1) possess a high school diploma or GED and moderate experience working in a clerical support position, or equivalent combination of education and experience; 2) have experience with and/or the ability to use Microsoft Great Plains and Microsoft Office suite including Access, Excel, PowerPoint and Laserfiche. Knowledge of UMS software or utility billing programs is a plus.

Completed applications are mandatory and can be found online at the Employment Opportunities page of the City of Pewaukee website, [www.cityofpewaukee.us](http://www.cityofpewaukee.us).

**Applications must be received by February 12, 2018.**

The City of Pewaukee is an equal opportunity employer.