



**TWO  
RIVERS**  
WISCONSIN

### **UTILITY ADMINISTRATIVE ASSISTANT**

The City of Two Rivers is recruiting for a full-time Utility Administrative Assistant to perform a wide variety of responsible administrative, office and secretarial duties, regularly and independently, which require a broad scope of knowledge of operational, administrative, secretarial, and clerical practices and procedures.

This employee serves as the Two Rivers Electric Utility Director's administrative assistant and secretary with a thorough knowledge of the department's purpose, functions, and practices. Receives the public, gives information, and directs persons to various places for appropriate action. Relieves superior of administrative details while exercising independent judgment, including responding to correspondence and coordination of special projects. This position enters all time keeping and payroll records. Serves as Utility Purchasing & Stores Clerk, performs work order closings and maintains inventory. This position also assists in entering meters, transformers into the OpenPoint Database. This person is responsible to assure proper correspondence layout, arrangement and grammatical composition of memos and reports. Builds and maintains utility web and Facebook pages and handles all facets of the utility advertisements and press releases. Provides occasional support to the Water Utility Director as necessary.

Candidates must be at least 18 years of age, have considerable experience in data processing, accounting, clerical and secretarial work, and completion of an Associate Degree in the field of Business Administration or an equivalent combination of experience and training which provides the necessary knowledge, abilities, and skills.

Must possess a valid Wisconsin Driver's License. Starting pay range is \$21.29 to \$22.59 per hour.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance and a free membership to the fitness center at J.E. Hamilton Community House. For employees electing to opt-out of health insurance coverage a health insurance opt-out incentive up to \$5,000 annually is offered. The City is an equal opportunity employer.

A complete job description and City employment application can be found at [www.two-rivers.org](http://www.two-rivers.org).

A complete position description is available on the City's website at [www.two-rivers.org/jobs](http://www.two-rivers.org/jobs). Interested candidates should submit a detailed letter of interest, resume, and completed employment application no later than Wednesday, October 5, 2022, to:

City of Two Rivers  
Attn: Human Resources  
Post Office Box 87  
Two Rivers, WI 54241-0087



**POSITION TITLE:** Utility Administrative Assistant

**REPORTS TO:** Electric Utilities Director

**EMPLOYMENT CLASSIFICATION:** Full-Time

**LATEST REVISION DATE:** September 2022

**DEPARTMENT:** Electric Department

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly, Pay Grade 6

### **GENERAL PURPOSE**

Performs a wide variety of responsible administrative, office and secretarial duties, regularly and independently, which require a broad scope of knowledge of operational, administrative, secretarial, and clerical practices and procedures.

This employee serves as the Two Rivers Electric Utility Director's administrative assistant and secretary with a thorough knowledge of the department's purpose, functions, and practices. Receives the public, gives information, and directs persons to various places for appropriate action. Relieves superior of administrative details while exercising independent judgment, including responding to correspondence and coordination of special projects. This position enters all time keeping and payroll records. Serves as Utility Purchasing & Stores Clerk, performs work order closings and maintains inventory. This position also assists in entering meters, transformers into the OpenPoint Database. This person is responsible to assure proper correspondence layout, arrangement and grammatical composition of memos and reports. Builds and maintains utility web and Facebook pages and handles all facets of the utility advertisements and press releases. The work is normally reviewed by the Electric Utilities Director and is subject to periodic review of results. Provides occasional support to the Water Utility Director as necessary.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Electric Utility Director.

### **SUPERVISION EXERCISED**

None.



## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Obtain competitive prices for electronic equipment, materials, supplies and other office equipment. Preparation of invoice vouchers, correspondence and telephone contacts regarding technical information, order, and delivery instructions, and follow-up with salesperson to insure timely delivery of materials. Requisition and maintain adequate supplies of office equipment, materials, and supplies.
- Enter data into computer-based systems for maintaining utility property records including transformers, meters, closing work orders. Participate in the preparation of reports, records, and studies. Prepares special reports and follow-up materials requiring research, data entry, tabulation, recording and distribution.
- Maintain files and records system relating to the Electric Utility and Telecommunications Utility operations which have been established to satisfy the requirements of the Public Service Commission of Wisconsin. Work with Electric Meter and Line Department personnel to design and set up forms to maintain accurate counts of electric meters and transformers for use on monthly and year-end records and for reports to the Public Service Commission of Wisconsin.
- Prepares inventory valuation summary reports for work order & period closings.
- Operates office machines and computers. Trains and assists others in computer operating skills and use of programs. Performs other tasks as required.
- Enters time keeping information into the computer system for electric crews.
- Compile statistics and maintain historical files for use in preparing Annual Report, annual operating budgets. Assist in preparing annual operating budgets for Water Utility and Electric Utility.
- Types letters, memos, reports, forms, news releases, specifications, postings, etc. from notes, drafts, tapes, etc. for Electric Utility Director, Head Lineman and Meter Technician.
- Open and distribute mail. Serve as receptionist and phone operator, assign requests and other inquiries to appropriate parties. Prepares replies to correspondence.
- Works with customers to explain their bills and help them understand where they are using electricity in their homes. Loans out meters for measuring energy usage of appliances and instructs customers on use and safety.
- Works planning, setting up, running and teardown of our electronics recycling events in addition to Community Care Day and Public Power Week events.

## **KNOWLEDGE, ABILITIES, AND SKILLS:**

- Good knowledge of office terminology, procedures, and equipment.
- Good knowledge of mathematics, computer applications (word processing, excel spreadsheets, database management, data communications and data translation), computer operating systems, computer programming, and English.

- Ability to type and create reports as required.
- Ability to understand and follow complex oral and written instructions.
- Ability to get along well with others and maintain effective relationships with staff members and public.
- Ability to express ideas clearly and concisely, orally and in writing; tact and courtesy; thoroughness and dependability.
- Ability to create and edit content on the Utility pages of the City's website.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

- Considerable experience in data processing, accounting, clerical and secretarial work.
- Completion of a Business Administration program of at least Associate Degree level.
- Any equivalent combination of experience and training which provides the required knowledge, abilities, and skills.

### **TOOLS AND EQUIPMENT USED**

Programmable telephone; office computer and peripherals; miscellaneous computer printers; copy machine; folding machine; fax machine; general office equipment and supplies.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand for long periods. The employee is required to walk and climb stairs, climb step ladders or balance on structures, talk or hear, smell, stoop, kneel, crouch, crawl and enter confined spaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Specific hearing abilities required include being able to hear alarms, normal interpersonal conversations, radio and telephone conversations.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in all types of indoor and outdoor environmental conditions. The employee frequently works in an office environment.

## **OTHER CONDITIONS**

As per City policy, a drug test and physical will be required prior to employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS  
APPLICATION FOR EMPLOYMENT**

**To Applicants:** We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

**APPLICANT INFORMATION**

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Date of Application</b>
<b>Address</b>			<b>Telephone No. (Include Area Code)</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Cell Phone No. (Include Area Code)</b>
<b>Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, please state name and relationship (include in-laws):			
<b>Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, describe:  <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

**Please Provide your E-Mail Address:** \_\_\_\_\_

**INSTRUCTIONS:**

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

**APPLICANT NOTE:**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

**EEO STATEMENT**

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

## EMPLOYMENT INFORMATION

<b>Position Applied For:</b> Full-Time   Part-Time   Seasonal   (Circle One)	<b>Date you can start</b>	<b>Salary/Hourly Rate desired</b>
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No   Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No   Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No   Can you perform the requirements of this job with or without reasonable accommodations?		

## EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances?    Yes    No. If yes, provide date, where arrested, and under what circumstances. \_\_\_\_\_

## EMPLOYMENT WORK HISTORY

**(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)**

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

**REFERENCES**  
**(Do Not Include Relatives)**

Name & Occupation	Address/Phone	Years Known/Relationship

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name \_\_\_\_\_  
(PLEASE PRINT)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



## EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

**PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

### VOLUNTARY SURVEY

(Please print)

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

**Complete Only The Sections Below That Have Been Checked:**

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

#### FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open    \_\_\_ Yes    \_\_\_ No

Position(s) Considered For: \_\_\_\_\_

Other: \_\_\_\_\_