
MARSHFIELD

▶ *The City in the Center* ◀

Casual Clerical II – Street Division

Purpose of Position

This position is responsible for viewing properties and sidewalks to ensure the City's Weed Ordinance and Sidewalk Snow Removal Ordinance is followed. This position sends out letters to notify owners of violations and follows up to ensure compliance. Position also fills in for full-time Administrative Assistant and completes various reports as needed. This is an approximately 20 hour per week position April – September and 10 hours per week October through March.

Essential Job Functions

- Mailing out notices regarding Weed ordinance violations.
- Inspect weed and sidewalk complaints for ordinance violations.
- Coordinating with City contractor to take care of weed violations.
- Answering phones
- Pickup mail at City Hall
- Keep track of all addresses that need weed removal or snow removal. Send notices and complete report for billing.
- Assist with shop inventory. Includes record keeping and some data entry.
- Assist with completing various reports as needed.

Requirements of Work

- Must possess a valid driver's license.
- Must be at least sixteen years of age.
- Proficient in Microsoft Office (Word, Excel, Access, Outlook)