

Administrative Assistant/Deputy Clerk-Treasurer: The Village of Hortonville is seeking an administrative assistant (36 hours/week) to perform a variety of secretarial, clerical, communications, bookkeeping and administrative support duties for administration and public works. Responsibilities include customer service, general clerical assistance, serve as deputy clerk-treasurer, written correspondence, and other responsibilities as listed in the full job description. The successful candidate will at a minimum possess a high school diploma or equivalent and 3 years of administrative support experience, exceptional customer service skills, proficiency in Microsoft Office products, and be an independent worker. The hourly pay is \$13.50-\$14.75 DOQ and hours are Monday – Thursday 8am – 3:30 pm and Fridays 7am – 3:30 pm. Benefits include sick, vacation, and holiday pay, Wisconsin State Retirement, and health and dental insurance benefits (or monthly waiver payment in lieu of health/dental insurance). To apply, submit a cover letter, resume, and complete the online application at [hortonvillewi.org](http://hortonvillewi.org) by May 22, 2018. The Village of Hortonville is an equal opportunity employer.