

The Village of North Prairie, WI seeks qualified applicants for a Part-Time Administrative Assistant

The Village of North Prairie is accepting application for a part-time Administrative Assistant. This role is the first point of contact for residents, visitors, vendors, public and governmental agencies, and employees in the Administrator/Clerk/Treasurer's office. This position performs a wide variety of administrative support for the day-to-day operations of the Village. This is a part-time position with flexible work hours of 9 am – 5 pm, Monday – Friday) as agreed upon by the Administrator/Clerk/Treasurer. This is considered a confidential position.

MINIMUM REQUIREMENTS:

- High school diploma or GED.
- A positive attitude.
- Strong organizational and customer service skills.
- Ability to communicate effectively orally and in writing.
- Ability to utilize computer programs (MS Office), office equipment and website experience.
- Valid WI Driver's License required.

DESIRED QUALIFICATIONS:

- Associate's degree in administrative assistant, or three (3) years of any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities to perform the duties of an administrative assistant.
- Ability to multi-task and solve problems.
- Working knowledge of cash receipts, accounts payable and basic accounting procedures preferred.
- Any prior municipal experience is a plus.
- Willingness to learn and take on more responsibilities.

PAY: \$20.00 - \$22.00/hr., DOQ.

**A full job description is available on our website: www.northprairie.net,
Click on "EMPLOYMENT"**

Submit a cover letter and resume to clerk@northprairiewi.gov

The position will be open until filled.

The Village of North Prairie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.