

**CITY OF KEWAUNEE  
ADMINISTRATIVE ASSISTANT – HALF TIME**

The City of Kewaunee, Wisconsin (population 2,952), is currently accepting applications for the half-time position of Administrative Assistant. This is an important clerical position reporting to the City Administrator, performing a wide range of clerical and administrative support functions for the Clerk/Treasurer's office. Assists in day to day operations, elections, utility billing collection, tax collections and maintenance of public records. Serves as the one of the first point of contact for the general public and treats customers in a professional and courteous manner.

The position provides front-desk service and assistance, receipting payments and providing general assistance to customers. Assists in screening and directing telephone calls and visitors to the appropriate department. The position assists in the processing and maintaining of all licenses issued by the City including but not limited to: liquor licenses, pet licenses, tobacco licenses and rental permits. The position assists in tax collection, prepare mailings, collect, post payment and generates reports.

The position requires a High School Diploma with preference given to persons with an Associate or higher degree. Three or more years of experience in bookkeeping, accounting, or other financial-based clerical duties preferably in a municipal government setting involving government accounting.

A six-month probationary period is mandatory. Wage will be \$15.00 per hour based upon a twenty-hour work week. A job application and job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI 54216, or on the City website: [www.cityofkewaunee.org](http://www.cityofkewaunee.org). A completed application, cover letter, resume along with three work-related references are to be mailed to: City Administrator, City of Kewaunee, 401 Fifth Street, Kewaunee, WI 54216 and are due by 4:30 p.m. Monday, November 23, 2020. The City of Kewaunee is an Equal Opportunity Employer.

Fred P. Schnook  
City Administrator