

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

The City of Kewaunee, Wisconsin, is accepting applications for the half-time position of Administrative Assistant. This is an important clerical position 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 and tax collections along with maintenance of public records. Will serve as one of the first points of contact for the general public.

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. Will assist in the processing and maintaining of all licenses issued by the City. Assist in tax collection, prepare mailings, collect and post payments and generates reports.

The position requires a High School Diploma with preference given to persons with any experience in bookkeeping, accounting, or other financial-based clerical duties.

Wage will be \$17 to \$19/Hr. DOQ based upon a twenty-hour work week. A job application and a complete job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI 54216, or on the City website: www.cityofkewaunee.org. An application, cover letter, resume along with three work-related references can be emailed to admin@cityofkewaunee.org or mailed to: City of Kewaunee, 401 Fifth Street, Kewaunee, WI 54216 and are due by 4:30 p.m. Monday, June 13, 2022. First review of applicants will be Wednesday, June 15, 2022.

The City of Kewaunee is an Equal Opportunity Employer.