

## **OFFICE ASSISTANT**

The Village of Sturtevant, an equal opportunity employer, is seeking a qualified person for the position of Office Assistant. This is a part time (approximately 20 hours per week) position. Duties include, but are not limited to, clerical and filing duties, assisting at the front counter, and the implementation of special projects. The position reports to the Village Administrator. Starting salary is \$12.00/hour. Applicants must have a high school degree or GED, 2+ years clerical experience. The successful candidate will have office experience, preferably within a municipal government setting, strong computer skills including knowledge of skill in Microsoft Word, Office. Excellent interpersonal and communication skills required. An Associate Degree in secretarial or related field is desired. Additional years of relevant experience can be substituted for the associate degree.

Resumes should be sent to the Village Administrator at the Sturtevant Village Hall 2801-89<sup>th</sup> Street, Sturtevant, WI, 53177 by mail or in person during regular business hours or by email to [villageadmin@sturtevant-wi.gov](mailto:villageadmin@sturtevant-wi.gov) and will be accepted through the close of business on Friday, February 1, 2013.