

****POSITION ANNOUNCEMENT****

Part-Time Administrative Assistant – Town of Lawrence, WI

The Town of Lawrence is seeking to fill the newly added position of Part-Time Administrative Assistant to assist with day-to-day tasks associated with general customer service, building/zoning, community development, and other general functions of Town government. The successful applicant will perform a variety of administrative tasks for Town Department Heads, with some tasks to be of confidential nature according to appropriate and applicable law. Honesty, integrity, diligence, efficiency and a willingness to help the Town's administrative team wherever possible are necessary characteristics of a successful applicant. For a full job description please contact Town Administrator Patrick Wetzel at 920-336-9131 or PatrickW@TownofLawrence.org. The Part-Time Administrative Assistant position is anticipated to work a schedule of 3 days per week, up to 27 hours per week, and will have a starting wage of up to \$16.22 per hour, dependent on qualifications. Applicants must have a minimum of a high school diploma or equivalent. The ideal candidate would have several years of general office or clerical experience and must be proficient in Microsoft Word, Excel and Outlook. Prior knowledge and experience in a local government office setting is preferred. Please submit a completed employment application no later than 4:00pm on July 13, 2017 to the following:

Patrick W. Wetzel
2400 Shady Court
DePere, WI 54115
patrickw@townoflawrence.org
920-336-9131