

Town of Troy
N8870 Briggs St.
East Troy, WI. 53120

Position Available: Office Assistant, Part-time Hourly Position

Reports To: Clerk/Treasurer / Chairman.

Work Schedule: Flexible work hours required. Approximately 20-30 hours per week.

Pay Scale: \$14.00/hr.

Nature of Work:

Provides a variety of clerical support in the office of Town government.

Job Duties/Responsibilities:

- Responsible to assist the Clerk/Treasurer in fulfilling the statutory duties of the Clerk/Treasurer.
- Assists with election preparation, and activities related to elections.
- Provides office support with mail, answering the telephone, assisting, and directing Town residents/electors.
- Prepares and helps maintain/preserve Town files/records.
- Attend training seminars as needed.
- Prepare Town correspondence as requested.
- Special projects as assigned.

Minimum Education/Experience:

Previous Human Resource skills/comprehension.

Familiarity in general office procedures.

Working knowledge of computers, Microsoft Office, Excel and Outlook.

Ability to use office equipment such as copier/fax.

Customer Service skills.

Good writing skills.

Attention to accuracy and detail.

Ability to work independently, and with confidential information.

Desirable Knowledge, Skills, Education, or Experience:

TownHall Software/Marge Municipal Accounting Program.

Accounting/bookkeeping.

Cash handling/banking experience.

Physical Requirements:

Lifting and carrying: 30 pounds or less and the ability to sit for extended periods.

Driver's License: travel outside of Town Hall may be required with personal vehicle-mileage is paid.

Contact Michael Ramps, Clerk/Treasurer at 262-642-5292 or clerktreas@townoftroy.com for more information. Submit Resume or Letter of Interest by August 26, 2021 at noon.