

TOWN OF GRAND CHUTE

ADMINISTRATIVE ASSISTANT

The Town of Grand Chute is seeking candidates for a full-time Administrative Assistant. This position will perform a variety of duties to include switchboard operation, greeting the public, licensing, tax collection, utility deposits, agenda preparation, meeting minutes and other duties as assigned. Previous municipal experience a plus. Must be proficient with MS Office applications. Beginning salary \$15.01/hr plus excellent benefits. To apply, send completed application, cover letter, and resume to: Town Clerk, Town of Grand Chute, 1900 Grand Chute Boulevard, Grand Chute, WI 54913-9613. Applications are available at Town Hall or on the website at www.grandchute.net and will be accepted (not postmarked) no later than Friday, February 24, 2012. EOE