



Part-time Administrative Specialist

Grand Chute, population 23,495, is located in Wisconsin's Fox Cities region, a metropolitan area of 370,000 residents. With a tax base of \$2.3 billion, Grand Chute is the area's commercial and retail center. The Fox River Mall anchors a regional shopping, hospitality, and entertainment district. Grand Chute is home to the main campus of Fox Valley Technical College; Fox Cities Stadium (featuring the Wisconsin Timber Rattlers Class A affiliate of the Milwaukee Brewers); Gordon Bubolz Nature Preserve; several community and neighborhood parks; and, an extensive network of pedestrian and bicycle facilities. The community features a strong and diverse employment base. Among our major employers are: Pierce Manufacturing, Presto Products, McCain Foods USA, Dixon Ticonderoga, and Werner Electric.

The Town of Grand Chute is accepting qualified applications for a part-time Administrative Specialist. This position provides clerical support, perform a variety of court tasks and provide service to attorneys and general public involving maintaining citations and other records. A detailed position description and application are available on the Town of Grand Chute's website, <https://www.grandchutewi.gov/government/page/employment-opportunities/>

Requirements include: High school diploma or equivalent, 2-3 years of clerical experience, and experience working within the Wisconsin Judicial System.

The wage range for this non-exempt position is \$21.60 - \$24.69 per hour, depending on qualifications. This position is not eligible for benefits.

A detailed position description and application are available on the Town of Grand Chute's website, <https://www.grandchutewi.gov/government/page/employment-opportunities/>. Email your completed application and resume to hr@grandchutewi.gov. Application materials received by **February 7, 2023** will receive best consideration. However, applications will continue to be accepted until the position is filled.

The Town of Grand Chute is an Equal Opportunity Employer and encourages all qualified individuals to apply.