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TOWN OF OSCEOLA

Polk County, Wisconsin

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TOWN OF OSCEOLA PART – TIME OFFICE ASSISTANT

The Town of Osceola is seeking a candidate for the position of Part-Time Office Assistant.

Desired qualifications: Post high school training in accounting or business and a minimum of 2 years work experience in accounting.

Candidate must be a self-starter with strong work ethic and organizational skills. This position requires the applicant to keep clear, concise and accurate records. The ability to work alone with minimal supervision in a small office accomplishing a variety of tasks as directed by the Clerk-Treasurer.

Computer skills are critical and must be proficient in Microsoft Office. Position requires a working knowledge of office procedure and equipment. Strong customer service and excellent oral and written communication skills.

This part-time position (approximately 8 hours per week) is dependent on need. Hours are flexible and rate of pay for this position is dependent on qualifications. Successful completion of a background check, drug screening and a valid driver's license are required prior to employment.

Please submit cover letter, resume, and employment application by 3:00 pm September 6, 2019 to the Town of Osceola, 516 East Avenue North, PO Box 216, Dresser, WI 54009 or via e-mail to townofosceola@yahoo.com. Employment application can be found online at www.townofosceola.com or at the Town of Osceola office. Any questions please call 715-755-3060. Position open until filled. The Town of Osceola is an equal opportunity employer.