

**Employment Opportunity
City of Rice Lake
Regular Full-Time
FLSA-Exempt
Administration Department
Deputy Clerk-Treasurer**

The City of Rice Lake, WI is accepting applications, with resumes, until Friday, June 19, 2020 at 2:00 p.m. for a Regular Full-Time FLSA-Exempt Administration Department Deputy Clerk-Treasurer with a non-union orientation wage of \$32.65/hour.

The position performs a variety of complex administrative, supervisory and professional work in assisting in the planning, coordinating and directing the Administration Department activities and employees.

It is the policy of the City to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment to all employees and City appointees. To assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the present of any sensory, mental, or physical disability unless such disability effectively prevents the performance of duties required by the position and the City is unable to make a reasonable accommodation which would obviate the limitation created by the disability.

Application and job description are available on the City's website: www.ci.rice-lake.wi.us and at the City Clerk-Treasurer's Office. Completed applications, with resumes, must be received at the City Clerk-Treasurer's Office, 30 East Eau Claire Street, Rice Lake, WI 54868 by the above stated deadline. Late applications will not be considered.

Kathleen V. Morse, MMC/CMTW/WCPC
City Clerk-Treasurer