

**Employment Opportunity
City of Rice Lake
Regular Full-Time
Administration Department
Payroll Clerk**

The City of Rice Lake, WI is accepting applications until Wednesday, January 13, 2021 at 2:00 p.m. for a Regular Full-Time Administration Department Payroll Clerk with a non-union orientation wage of \$25.01/hour.

The position performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Clerk-Treasurer and assisting in the administration of the standard operating policies and procedures of the department. Duties include, but are not limited to, processing payroll & related reports, maintaining personnel files, issuing municipal licenses, real estate & personal property tax collections, filing insurance claims & maintaining municipal records.

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