

Administrative Support Assistant City of Delafield

The City of Delafield Administrative Office is seeking a dedicated individual to join our exciting team for the position of Administrative Support Assistant. This is a full-time position.

Responsibilities: Work involves performing a wide variety of clerical functions primarily pertaining to the operations of the Clerk's, Treasurer's and Administrator's Offices and requires the application of judgment in the interpretation of policies and regulations. This position is responsible for receiving and processing applications for various permits, licenses and facilities reservations, support of election duties, maintenance of the filing system and record retention processes, assistance with utility billing and some financial duties, updating and maintenance of the City's website and social media accounts, and other clerical duties.

Compensation: \$17.50 - \$21.00/hour depending on qualifications, plus an excellent fringe benefit package.

Minimum Qualifications: High school diploma/GED. At least 2 years of experience working in an office. Highly proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Outlook. Pleasant demeanor to greet visitors to City Hall and help provide information or solve problems.

Desired qualifications: Experience working in a government office. Knowledge of Laserfiche record retention program, WisVote, Civic Systems Caselle Connect financial management program. Experience with various social media platforms and website (CivicPlus) maintenance preferred. Notary public. Knowledge of Roberts Rules of Order and how public government meetings operate.

How to apply: If you are interested in applying for this position, view the position description and [apply online](#) at www.cityofdelafield.com by Sunday, January 31, 2021. Resume and cover letter must be uploaded as part of the application process.

City of Delafield
Clerk's Office
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Delafield, WI 53018
Phone: (262) 646-6220
Email: sbraatz@ci.delafield.wi.us
[Link to apply](#)
Equal Opportunity Employer