

### **OFFICE ASSISTANT POSITION**

The Town of Jackson in Washington County is seeking qualified applicants for the position of Office Assistant. This is a part-time hourly position and is appointed by the Town Board.

The Office Assistant duties include phone and counter interaction with the public and general office paperwork. Other duties may be assigned at the discretion of the Town Clerk.

Candidate must be familiar with phone etiquette and have accurate computer skills. Prior experience with Microsoft Word, QuickBooks and Excel is necessary.

Hourly rate is commensurate with qualifications and experience.

A complete application package and resume should be submitted **promptly**. To obtain an application and additional information contact Julia Oliver, Town Clerk, 3146 Division Road, Jackson, WI 53037. Phone number is 262-677-4048 and email address is [clerk@town-jackson.com](mailto:clerk@town-jackson.com).