

Village of Random Lake – Deputy Clerk/Treasurer - Office Assistant Position

The Village is a small but growing municipality located in Southeast Sheboygan County, with State Highway 57 running along our eastern border. This sleepy little village has a lot to offer, there are three parks offering a variety of activities for its residents and visitors and of course there is the lake offering four seasons of fun. The village has two active Tax Increment Districts, a fire department, Lakeview Community Library, and a public works department. Random Lake also hosts a few restaurants, bowling alley, a historical museum, and a few commercial and industrial businesses to round out the amenities.

The Village of Random Lake is hiring an Office Assistant to join our team. If you're a passionate self-starter, a person who enjoys diversity in daily operations, organized individual who can prioritize duties but can also shift directions as needed, is reliable, and has a passion for customer service, this may be the position for you. The successful applicant will have a positive attitude, able to work efficiently in a fast-paced environment and excellent communication skills.

General Responsibilities:

- Frequent public interaction including answering phones
- Process and maintain Utility billing software
- Accounts Payable/Receivable
- Maintain comprehensive records to include meeting minutes, agendas and ordinances
- Issue various licenses and permits
- Maintain and update the Village website in a timely manner
- Other duties as required

Qualifications: Proficient computer skills to include Microsoft Office and G-Suites. Previous municipal experience is preferred but not required.

Apply: Submit Cover letter, resume and village employment application to the Village office in person at: 96 Russell Drive or mail to the Village of Random Lake, PO Box 344 Random Lake, WI 53075; or emailed to the Village Clerk's Office: clerktreasurer@randomlakewi.com

Applications can be found on the Village website: www.randomlakewi.com or picked up at the office, Monday through Friday; 8 am to 4pm.

Position is open until filled. Compensation is based on qualifications.