

**EMPLOYMENT OPPORTUNITY**  
**VILLAGE OF GRANTSBURG**  
**PUBLIC WORKS ADMINISTRATIVE ASSISTANT**

Applications are now being accepted to fill one part-time position of 12 to 16 hours per week. Hours worked have some flexibility but must be between Monday and Friday, 8:00 a.m. - 4:30 p.m. This position will report to the Director of Public Works.

Salary and Benefits: Wage depends on qualifications. No Benefits.

Qualifications: U.S. Citizen; 18 years of age or older; high school diploma or its equivalent with preference given to those who have attended college/business school or training. Must have an excellent working knowledge in computers and word-processing.

Persons must possess good oral, written, problem solving skills and positive work ethic, excellent moral character and enjoy working in a team environment. This position is sensitive and requires confidentiality.

Apply: by submitting a resume and letter of application to the Village of Grantsburg, 316 South Brad Street, Grantsburg, Wisconsin 54840 by 4:30 p.m. on June 10, 2019

Applications will be screened and those most qualified for the position will be invited for the interview process. The selected candidate will be offered a conditional job offer and subjected to a background check. There will be a one-year probationary period.

\*The ad and job description can also be viewed on the Village of Grantsburg website located at: [www.grantsburgwi.com](http://www.grantsburgwi.com)

**THE VILLAGE OF GRANTSBURG IS AN EQUAL OPPORTUNITY  
EMPLOYER.**