

Employment Opportunity

Village of Monticello, WI

**Part-Time Administrative Assistant**

The Village of Monticello seeks a part-time Administrative Assistant for the Monticello Police Department and Clerk's office. Minimum of two years office and secretarial experience required. The position requires experience in Microsoft Office, typing, answering telephone, cash handling, data entry and use of office equipment to name a few. Up to 1,000 hours annually, between 7:30 am – 4 pm M-F, must be flexible on schedule dependent on work load. Hourly wage of \$14.00/hour. Applicants will be required to pass a background check and drug test. Resume required. Application forms may be obtained at Monticello Village Hall, 140 N Main Street, P.O. Box 147, Monticello, WI 53570, via website at [www.vi.monticello.wi.us](http://www.vi.monticello.wi.us), or by contacting Village Clerk/Treasurer by phone (608) 938-4383 or email [Monticello.clerk@gmail.com](mailto:Monticello.clerk@gmail.com). Applications will be accepted until December 21, 2018. EOE