



**ADMINISTRATIVE PROFESSIONAL**  
Full-Time Position

There is a full-time opening for an Administrative Professional due to our frontline staff person moving into a temporary, limited-hours position. The ideal candidate will have a strong commitment to public service, the ability to effectively listen and respond to our residents and customers, and an aptitude to learn, as the successful employee will become familiar with the full spectrum of municipal operations.

Minimum two (2) year degree in an administrative professional or similar program; or high school diploma or equivalent plus two (2) years of clerical and reception experience working with the general public. Computer experience including word processing, spreadsheet, and Internet/email applications. Strong skills in written English and proofreading. Bondable with valid Wisconsin driver's license. WordPress a plus.

Position open until filled.

Hours 8:00am-4:30pm, Monday-Friday, with 12n-12:30pm unpaid lunch. Minimum \$13.00/hour; offered rate will be based on qualifications. Benefits, including retirement and health insurance.

Village application form **REQUIRED** for candidate to be considered. Job description at [www.clevelandwi.gov](http://www.clevelandwi.gov). Remit to Employment, Village Hall, 1150 W. Washington Ave., PO Box 87, Cleveland WI 53015; or via email to [employment@clevelandwi.gov](mailto:employment@clevelandwi.gov). EOE