



ADMINISTRATIVE ASSISTANT – COMMUNICATIONS FOCUS

The full-time Administrative Assistant will perform a variety of administrative duties with a focus on written, oral, and electronic public communications, customer relations, permitting, and licensing.

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.

Strong skills in written English, proofreading, and developing print and online communications required. Bondable with valid Wisconsin driver's license. Experience working with walk-in public, WordPress, and Spanish a plus.

Minimum two (2) year degree in an administrative professional, communications, or similar program with three (3) years of relevant work experience. Will consider high school diploma or equivalent for candidate with aptitude and extensive relevant experience.

Anticipated pay range \$17-\$22/hr; offered rate will be based on qualifications. Benefits, including retirement and health insurance.

Position open until filled.

Village application form **REQUIRED** for candidate to be considered. Job description at 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. EOE