CITY OF SPOONER
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

POSTING DATE: 04/01/2021
APPLICATION CLOSING DATE: 05/07/2021 4:30PM
ANTICIPATED DATE OF OFFER: 09/07/2021

The City of Spooner seeks a motivated individual to fill the position of Administrative Assistant. This full-time, non-represented, hourly position provides opportunities to apply and develop skills in accounting, billing, record keeping and customer service. As a member of the City Hall staff, the position provides opportunities for growth in a variety of areas including municipal services, accounting and social media. The successful candidate must be a self-starter capable of performing assigned duties without close supervision. Applicants must be able to interact effectively and courtesy with the public and be able to exercise independent judgment. Applicants must be able to communicate clearly and concisely, both orally and written.

Qualifications: Progressively responsible experience in general office work or municipal government office, as well as, accounting and administrative experience; City of Spooner residency preferred, reasonable response time acceptable; Driver's license; able to work evenings; Associate Degree in Accounting or equivalent work and training experience. Oral interview; drug screening; and background investigation are required. This position is subject to a 180-day probationary period.

The current hourly rate range is $15.00-$19.00 DOQ. The general work schedule is 37.50 hours per week, Monday through Friday. The benefits provided include: WRS retirement, health and vision insurance, life insurance, longevity pay, vacation, sick leave, and holiday pay.

Interested applicants can request a complete job description and Employment Application Form by contacting the Spooner City Hall, 515 N. Summit St., P O Box 548, Spooner, WI 54801, (715) 635-8769 or visit our website at www.cityofspooner.org under the documents tab. Please include a letter of interest and detailed resume with your completed application. EOE