

**TOWN OF GENESEE
OFFICE POSITION**

The Town of Genesee is accepting applications for a part time office employee. Responsibilities include but are not limited to: plan commission secretary, assist in zoning administration, prepare agendas and minutes, election work, processing payroll and accounts payable and general office duties. Attending evening meetings (usually 1-2 times a month) and the ability to multi-task is a must. Applicants must have a working knowledge of Microsoft Word, Outlook and Excel. This position will be up to 29 hours a week; salary range dependent on qualifications. Please submit a cover letter, resume and Town of Genesee Employment Application to Town Clerk Barbara Whitmore at Genesee Town Hall, S43W31391 Highway 83, P.O. Box 242, Genesee Depot, WI 53127 or barbw@towngenesee.org by 4:00 p.m. Friday, October 20, 2017.