



Job Posting

January 24, 2018

Contact: Inga Cushman, Administrative Services Director
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Administrative Assistant (Part-Time)

The City of Milton is accepting applications for a part-time Administrative Assistant at City Hall. Experience in payroll, accounts payable and receivable, and customer service desired. Starting wage for the position is \$12 - \$15 / hour DOQ. Hours are flexible with preference for afternoons, all day on Tuesdays, and 8 a.m. to noon on Fridays. The position is expected to work approximately 20 hours / week. Full job description and application available at www.milton-wi.gov/employment. Apply by February 8, 2018. The City of Milton is an equal opportunity employer.

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