

**Administrative Assistant
Village of Rothschild**

Administrative Assistant – Village of Rothschild, WI (pop. 5325) seeks a full time Administrative Assistant for daily operations in a 3-person front office at the Village of Rothschild Clerk's Office at the Municipal Hall. This position is fast paced and performs a variety of administrative and office support functions including a frontline Village representative. This position requires attention to detail and the ability to multi-task throughout the day with consistent interaction with residents and various customers while supporting upper management team members. The position demands quality customer service and team cooperation. The hours and level of responsibility may vary; however most generally it is from 7:30 am to 4:30 pm. The candidate should possess, at minimum, a multi-task oriented personality, organizational experience, have office computer skills, a high school degree, and clerical experience. **Applications will be accepted until the position is filled.** The salary range is \$14.00-\$18.00/hour DOQ. Background check, physical exam, and drug screening will be conducted. For a complete job description please visit our website at www.rothschildwi.com, or at the Clerk's Office at 211 Grand Avenue, Rothschild, WI 54474. If you are interested in this opportunity, please submit a completed application and resume describing your experience as it relates directly to this position. EOE