

**POSITION OPENING**  
**CITY OF STURGEON BAY**  
**PART-TIME MUNICIPAL SERVICES SECRETARY**

Permanent, part-time position (approximately 29 hours per week). Hours are flexible with prorated benefits. Some evening and weekend hours may be required. Applicant should have high school diploma or equivalent with at least two years training and/or experience in general office procedures. Excellent written, verbal and oral communication skills required. Ability to work well with the general public. Computer experience in Microsoft Office, ability to type 35-40 words per minute and to operate general office machines necessary. Must have Wisconsin Driver's license. Wage range of \$18.28-\$22.85 per hour. Application can be obtained at [www.sturgeonbaywi.org](http://www.sturgeonbaywi.org) or City Clerk's Office, 421 Michigan Street, Sturgeon Bay. Completed application should be sent to: City of Sturgeon Bay, Attn: Human Resources, 421 Michigan Street, Sturgeon Bay, 54235. Applications will be accepted until position is filled.

CITY OF STURGEON BAY  
An Equal Opportunity Employer