

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

Permanent, part-time position (approximately 25 hours per week). Hours are Monday through Friday, 8:30 am . 2:00 pm. Some night and weekends 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 of \$16.72 per hour. Application can be obtained at 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. Application being accepted until October 30, 2020.

CITY OF STURGEON BAY
An Equal Opportunity Employer