

The Village of Lake Hallie Police department is accepting applications for a civilian 32 hour/week Office Assistant/Police Department Clerk. Under the direction of the Police Chief, the Office Assistant/Police Clerk will provide general office support for variety of clerical activities and tasks including answering incoming calls, managing the reception area, mail, requisitioning supplies, organize office communication and necessary activities on a day to day basis. Data entry and dictation are daily responsibilities. Duties include exposure to reports and photographs of sensitive situations, so confidentiality is required.

#### Education and Experience

High School diploma or equivalent **and** 3 - 5 years' experience in office setting/customer service is required. Individual must be detail oriented, possess exceptional customer service skills and have the ability to multi-task.

#### Compensation and Benefits

The Village of Lake Hallie offers a benefits package including participation in the Wisconsin Retirement System, Single health and dental insurance, life insurance, holiday, vacation time and sick pay based on 32 hours per week. Wages \$15.15

**Work Hours:** Monday-Friday 8 am - 3:00 p.m. (32 hours a week - 7 hours per day (including non-paid 30-minute lunch break).

#### **Candidates for consideration must include the following:**

Cover letter resume and application to be received no later than Tuesday, July 14, 2020 at 4:00pm or until position is filled. Application and Job Description is available on the Village website of [www.lakehallie.us](http://www.lakehallie.us) or by request at the Village Police office. Any questions should be directed to the Police Chief. Send application material to Village of Lake Hallie, Attn: Police Clerk, 13138 30<sup>th</sup> Avenue, Lake Hallie, WI 54729.