

****EMPLOYMENT ANNOUNCEMENT****

Town of Lawrence, (Brown County) Wisconsin

Town Hall Administrative Assistant

The Town of Lawrence is seeking to fill the full-time position of Building & Zoning/Office Assistant to assist with day-to-day tasks associated with general customer service, building/zoning, community development, and other general functions of Town government.

The successful applicant will perform a variety of administrative tasks for Town government, with some work to be of confidential nature according to appropriate and applicable law. Honesty, integrity, diligence, efficiency and a willingness to help the Town's administrative team wherever possible are necessary characteristics of a desired candidate. This person will ultimately work in a little bit of every department and aspect of municipal government throughout the year, including assistance for the Town Clerk during elections.

The position is anticipated to work a 40 hour per week schedule between the hours of 8:00am and 4:00pm Monday-Friday. Starting wage is anticipated to be in the range of \$18.00 - \$20.00 per hour, but will ultimately be dependent on qualifications and relevant experience. This position includes attractive benefits, including eligibility for Wisconsin Retirement System, health & dental insurance, paid vacation & sick time and paid holidays.

The ideal candidate would have considerable general office or clerical experience and must be proficient in the use of technology and Microsoft Office applications. Prior knowledge and experience in a local government office setting is highly preferred.

Employment application available on Town of Lawrence website <https://townoflawrence.org> or can be requested by email: townlaw@townoflawrence.org.

To be considered for this opportunity, please submit letter of interest, resume and completed employment application to:

Patrick Wetzel, Town Administrator
2400 Shady Court
DePere, WI 54115
patrickw@townoflawrence.org
920-336-9131

The position is open until filled with first review of applicants to start August 24, 2021

The Town of Lawrence is an equal opportunity employer.