

Department of Public Works Part-Time Administrative Support Assistant – Cudahy

Date Posted:

Monday July 9, 2018

Deadline:

Until filled

The City of Cudahy, Wisconsin located on the southern shores of Lake Michigan seeks to fill two part-time administrative staff positions in the Department of Public Works. The positions will require a regular Monday through Friday work schedule of 20- 25 hours per week. The individuals will assist the lead administrative assistant with a wide range of administrative services for the Utilities, Engineering & Public Works Department. The position has a significant role in dealing with the public as it serves as the first point of contact for billing information, service requests, public works information and public works construction.

Qualifications include a minimum of a high school degree with secondary business education or training being highly desirable. Minimum of (2) years of office experience or combination of post high school credits/certifications in bookkeeping, accounting or use of computer software. Skilled in Word & Excel and the ability to become proficient in a series of Utility and Public Works billing and asset management software. Minimum of 3 years in a position of direct customer contact (both personal contact and telephone contact)

Starting salary \$ 19.25 to \$ 22.50 per hour DOQ. This position does not offer a benefit package. Typical work schedule is Monday – Friday typically 4-5 hours a day scheduled from 7:30 a.m. to noon or noon to 4:30 p.m. Daily work schedule will be discussed and agreed before a candidate is offered a position.

For more information on the position and to complete an application visit: Application packages are available at Cudahy City Hall or on our website at:

http://cms4.revize.com/revize/cudahy/opportunities/dpw_job_opportunities.php

Application will be accepted until positions are filled.

EQUAL OPPORTUNITY EMPLOYER.