

TOWN OF RHINE
POSITION AVAILABLE
OFFICE ASSISTANT

The Town of Rhine is accepting applications for an Office Assistant. This person must be experienced with Microsoft Word, Publisher and Excel. The applicant should possess good filing, telephone and interpersonal skills as well as basic accounting skills. Town Rhine residency is preferred, but not required. Some of the job responsibilities consist of general office work, attending meetings, taking minutes, dog licensing, posting property tax payments, and assisting with elections.

The applicant should be available Monday through Thursday from 8:30 AM to 4:30 PM as needed for approximately 16 to 20 hours per week. The salary range is \$10.00 to \$15.00 per hour based on qualification and experience as determined by the Town Board.

The deadline for applications is October 13. Please email a resume to clerk@townrhine.com or assistant@townrhine.com.

They may also be mailed to:

Town of Rhine
PO Box 117
Elkhart Lake, WI 53020-0117