

Part-Time Administrative Assistant

Position Posting

The Town of Ixonia, Wisconsin (population 5,139) is seeking a detail oriented individual for the part-time position of Administrative Assistant. The hours for this position are negotiable but generally viewed as 20 – 25 hours per week. The pay will be \$20.00 per hour. Duties include the office clerical and data entry functions as required for the processing of accounts receivable, utility payments, front-line customer service, elections and other municipal tasks. Prior experience in a municipal setting is desirable; however, training will be provided. Interested qualified individuals will find the job description and application on the Town of Ixonia website at www.townofixonia.com or at the Town Hall. Anticipated start date January 29, 2023. Application will be accepted through December 21st, 2023.

The Town of Ixonia is an Equal Opportunity Employer