

**Village of Black Earth**  
**Seeking an Administrative Office Assistant**  
**Full-Time 8:00am-4:30pm, weekdays.**

The Village of Black Earth, population 1555, is seeking an Administrative Office Assistant. Work responsibilities include providing excellent customer service over the phone and at the front counter and assisting the Clerk/Treasurer and Deputy Clerk/Treasurer with various administrative tasks. Duties include meeting room calendar management, filing, data entry, mail processing, meeting packet and minutes preparation and distribution, election assistance, recordkeeping, and other duties as assigned. This position requires confidentiality, teamwork, good judgement, initiative, a positive attitude, willingness to learn new things, and the ability to work effectively and independently with the public and other municipal officials. This position is generally Monday – Friday, 8:00am – 4:30pm but must also be available for committee and board meetings outside of normal working hours. Starting pay is \$18.00/hour.

Qualifications include a high school diploma or equivalent, previous experience in an office setting, strong computer skills, and proficiency in various standard office software programs.

This is a full-time, benefited, non-exempt position. The Village of Black Earth is a participant of the Wisconsin Retirement System (WRS) and State health insurance plan, with the Village paying 88% of the health insurance premium.

For more information, contact Dani at 608-767-4902. To apply, send your resume and cover letter to [beclerk@blackearthwisconsin.com](mailto:beclerk@blackearthwisconsin.com). This position will be open until filled. Materials received prior to December 4 will be in the first round of review.