

# TOWN OF CAMPBELL

La Crosse County



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## PART-TIME OFFICE ASSISTANT

The Town of Campbell has an immediate opening for a part-time office clerical position. Responsibilities include, but are not limited to:

- Preparing letters, memos, reports, proposals, notices, bills, and other documents; which may include typing, filing, copying, sorting, transcription, and other clerical activities.
- Collections of payments for Town services including, but not limited to, tax payments, special assessment payments, application fees, building permits, license fees, and records requests.
- Answering telephone calls and providing customer service to both internal and external customers.
- Operates various office machines including, but not limited to: copier, typewriter, calculator, and PC with Microsoft.
- Assists Town Clerk and Deputy Clerk as needed.

### Qualifications:

- High School diploma or equivalent required
- Customer service and cash-handling experience preferred
- Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, typewriter, and PC required.
- Experience using Microsoft Office, email, and the internet required.
- Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; and be flexible required.
- Excellent organizational skills required, including the ability to maintain organized, complete records and files, and prepare reports from such information.

Starting pay \$16.00/hr. Approximately 15 hours per week. Flexible work hours.

Interested persons should submit a cover letter, resume and application. Applications are available on our website: [www.townofcampbellwi.gov](http://www.townofcampbellwi.gov)

Deadline to receive application materials is May 18, 2023 at 4:30 pm and should be submitted care of: Clerk Cassandra Hanan email: [clerk@townofcampbellwi.gov](mailto:clerk@townofcampbellwi.gov)

*The Town of Campbell is an Equal Opportunity Employer*