



Date Posted: Tuesday, September 29, 2020

The City of Lake Geneva is seeking a self-starter who is highly motivated and detail orientated to serve as the Assistant City Clerk.

The position will work closely with the City Clerk; and aids with administering the City's elections and City-issued licenses. This position is responsible for posting agenda, taking minutes, and coordinating Park Permits. The Assistant City Clerk is required to attend some night meetings as needed as directed by the City Clerk and shall perform the duties of the City Clerk in her/his absence.

Education/training shall be equivalent to the completion of an Associate degree from an accredited college, supplemented by specialized training in office administrative procedures, or a closely related field. Four years increasingly responsible administrative and/or secretarial experience involving direct support for executive-level officials, experience handling a high level of public contact; administrative experience in a municipal or other governmental agency is strongly desired. Possession of a certification as a Certified Municipal Clerk or ability to obtain the certification within three years of employment.

This is a full-time, 40 hours/week position with hourly rate of \$21.05- \$24.19/hour, with the ability to obtain over-time pay/compensatory time. Please submit a cover letter, resume and City of Lake Geneva application (available online at www.cityoflakegeneva.com) by October 23, 2020 to:

Lana Kropf, City Clerk, WCMC
626 Geneva Street
Lake Geneva, WI 53147
or: cityclerk@cityoflakegeneva.com

Interviews will be conducted the week of November 9, 2020