

**VILLAGE OF MUKWONAGO
ADMINISTRATIVE CLERK/HR SPECIALIST**

The Village of Mukwonago, Wisconsin is seeking a dedicated, civic-minded public servant who is committed to excellence and continuous improvement to fill the role of Administrative Clerk/HR Specialist.

Primary functions of this opportunity include, but are not limited to: acting as an employee resource for general Human Resources related information including system maintenance of employee and benefit data; accounts payable processing; cash receipting of tax and utility bills, and providing back-up to other support staff functions.

The hourly rate for this full-time, non-exempt position is dependent upon qualifications and experience and will range between \$19.16 and \$25.86. Prior municipal experience is highly desired.

Application may be obtained at the Village Hall, 440 River Crest Ct., Mukwonago, WI 53149, (262) 363-6420, Option 4, or at www.villageofmukwonago.com. Application and resume will be accepted until Friday, Oct 25, 2019, and should be directed to: Diana Doherty, Finance Director, Village of Mukwonago, 440 River Crest Court, Mukwonago WI 53149, ddoherty@villageofmukwonago.com.

Position open until filled.

Equal Opportunity Employer