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TOWN OF OSCEOLA

Polk County, Wisconsin

www.townofosceola.com
townofosceola@yahoo.com

Office Assistant Position

Assist Clerk-Treasurer with daily operations of the Town. Duties include and are not limited to:

- Perform election duties
- Preparation of agendas and notices for publishing and posting
- Issue licenses and permits
- Accounts Payable and Accounts Receivable
- Payroll
- Building permit tracking
- Tax collection
- Assemble information packets to accompany meeting agendas for Town Board and Plan Commission
- Clerical and filing duties
- Cash receipting and banking procedures
- Computer skills are critical and must be proficient in Microsoft Office
- Working knowledge of office procedure and equipment
- Strong customer service
- Excellent oral and written communication skills