

JOB OPENING – VILLAGE OF PULASKI

SUPPORT STAFF – FULL TIME CONFIDENTIAL POSITION

DEADLINE: FRIDAY – JANUARY 28TH, 2022 – (NOON)

Under the general direction of the Village Clerk and Treasurer, this job is responsible for assisting the Clerk, Treasurer, and Public Works & Utilities, and Building Inspector, in the day to day operation of the Village Hall. This is a customer service function that interacts with village residents and internally with all village departments.

This position requires a High School Diploma or GED equivalent and a minimum of two years previous office or customer service experience. A background in municipal matters is helpful but not required. Knowledge and proficiency in Microsoft Office Suite is required. Knowledge in accounting software system (Workhorse) is beneficial.

Applications available at the Village Hall located at 585 East Glenbrook Drive, Village of Pulaski.

Resumes can be mailed to:

Village of Pulaski
Attn: Karen Ostrowski
PO Box 320
Pulaski, WI 54162-0320

(Please label – SUPPORT STAFF - Job Application / Resume Enclosed)