

The Village of Spencer is accepting applications for the position of part time office assistant. Requirements include good communication, phone and organizational skills, personal computer/typing skills, basic understanding of office procedures. Knowledge of Windows operating system, Microsoft Word, Excel, Publisher and Outlook required. High school diploma or GED required supplemented by any combination of education, training, and experience which provides the necessary knowledge and skills. The ability to be flexible is required.

Applications and copies of the position description are available at the Village Office, 105 South Park Street, Spencer, by e-mail at clerk@vil.spencer.wi.us, or on the Village of Spencer website www.spencerwi.org. Position is open until filled.