

Village of Pardeeville  
Office Assistant

The Village of Pardeeville is currently looking for a part-time Office Assistant. Candidate will provide assistance to residents, issue animal licenses, assist with tax payments, and general office work. Other duties to include accepting payments, assist with disconnections, and answer account questions for the Utility Dept. Strong customer service & computer skills, cash handling, and office experience required. This will be an hourly position; approx. 18-20 hours per week between the hours of 7:30 a.m. and 4:00 p.m. Applications and job description available at [www.villageofpardeeville.net](http://www.villageofpardeeville.net) or at the office, 114 Lake Street. Applications/Resumes due by January 6, 2022 at 4:00 p.m.