

**JOB POSTING** - The Village of Poynette is presently searching for an Administrative Assistant. This is a Part-time position (8am-4:30pm Monday, Wednesday and Friday – with flexibility to change schedule as needed), and supports the Village Office in the management of the local government. Some of the duties will include; Receptionist, cashier duties, dog licensing, election related duties, Liquor Licensing, and Utility Billing. Candidates must possess a high level of integrity, leadership, problem solving skills, be an independent worker, and have an excellent commitment to public and customer service. Candidates must be bondable. Salary DOQ. Please call 608-635-2122 with questions regarding the position. Job description and Applications are available on the Village Website ([www.poynette-wi.gov](http://www.poynette-wi.gov)) or at the Village Office. Application deadline is close of business on Monday June 23, 2014. Send applications and resumes to: Village of Poynette, 106 S. Main St., P.O. Box 95, Poynette, WI 53955. [SDeuth@poynette-wi.gov](mailto:SDeuth@poynette-wi.gov).