

Administrative Assistant – Town of East Troy

Posted: Monday, January 26, 2026

Deadline: Applications reviewed daily until position is filled

The Town of East Troy is now hiring a temporary, part-time Administrative Assistant. This is a 15-20hr/week limited term position with rate of pay at \$17/hour.

Work Schedule:

- Monday through Friday, with hours to be determined in cooperation with you.

Essential Duties and Responsibilities:

- Manages multiple priorities while remaining in a dynamic work environment;
- Demonstrates strong attention to detail
- Problem solving skills, demonstrated organizational, and time management skills
- Proficient computer skills with Microsoft Office (e.g. Word, Excel, Powerpoint)
- Completes routine clerical and administrative work in answering phones, photocopying, cashiering, data processing, and records management.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate staff or agencies.
- Processes incoming and outgoing mail.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares records such as notices, minutes, and resolutions.
- Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials.
- Other clerical duties may as assigned.

Desired Minimum Qualifications:

- Graduation from a high school or GED equivalent

How to Apply:

- Interested applicants should submit a comprehensive cover letter along with references to tetdepclerk@townofeasttroywi.gov