Part-Time Administrative Assistant

Town of East Troy, WI

Posted: Monday, November 16, 2026
Deadline: Applications reviewed daily until position is filled.

The Town of East Troy is seeking a dependable and organized individual to fill a part-time Administrative Assistant position. This position is approximately 10 hours per week, with a pay rate of $17.00 per hour.

Work Schedule:

1) Monday through Friday, with a flexible schedule to be determined in coordination with the selected candidate

Essential Duties and Responsibilities:

- Performs routine clerical and administrative duties, including answering phones, photocopying, cashiering, data entry, and records management.
- Greets the public, answers questions, and directs inquiries to the appropriate staff or agencies.
- Establishes and maintains filing systems and records.
- Maintains office supply inventories and assists with ordering supplies and materials.
- Provides general administrative support to Town staff as needed.
- Performs other related duties as assigned.

Desired Minimum Qualifications:

- High School Graduate or GED equivalent.

How to Apply:

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