



**TWO
RIVERS**
WISCONSIN

RECREATION CLERK

City of Two Rivers Parks & Recreation Department

Performs a variety of routine and complex, clerical, secretarial and administrative work in keeping official records, providing administrative support to the Parks, Recreation, and Cemetery staff, and assisting in the administration of the standard operating policies and procedures of the Parks and Recreation Department.

Works under the direct supervision of the Administrative Assistant and Parks & Recreation Director completing tasks for department supervisors as required. Must work as a team member with the Department Secretary, and seasonal employees according to established work routine. Must be able to accurately post and track timesheets without direct supervision. Must be able to accurately reconcile and produce all accounts receivable documents without direct supervision. Must be able to independently solve problems and implement solutions daily as they affect daily operations. Work is performed independently and is reviewed through observations of results obtained.

MINIMUM DESIRED QUALIFICATIONS:

- Graduation from a high school or GED equivalent with 1-2 years of vocational or educational course work to include computer training that would include, but not limited to, work in general office practices such as keyboarding, word processing, database development, filing, accounting, and bookkeeping.
- Any combination of education and experience, which demonstrates the knowledge, and experience to perform the work.
- College degree or technical college certificate preferred but not required.
- Web site maintenance and knowledge of web related software is a plus.

Starting pay is \$17.66 per hour.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health and life insurance. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

To receive a complete position description, please visit www.two-rivers.org or contact Jamie Jackson, City Clerk/Human Resources Director at (920) 793-5526 or send an email to jjackson@two-rivers.org. Interested candidates should send a detailed letter of interest, resume and completed application by Friday, May 7, 2021, via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087