

Employment Opportunity  
Chetek Police Department  
Regular- Full-Time  
Administrative Assistant/Court Clerk

The City of Chetek, is accepting applications until **4:00 p.m., Friday, September 28, 2018** for a full-time administrative assistant/court clerk position. Police department position is responsible for providing clerical support to department personnel, assisting officers with adult and juvenile prisoners, performing confidential tasks, maintain department records, phones, receiving the public. This position works under the general direction of the police chief. The court clerk position is responsible for municipal court administration regarding court dates, monies owed, payment scheduled, court procedures. This position is under the general direction of the Municipal Judge.

Qualifications: This combined position requires the individual to be a U.S. citizen, minimum age of 18, must possess, or be able to obtain by time of hire, a valid Wisconsin State driver's license, notary public certification, as needed, within six months, no felony convictions or disqualifying criminal histories. Preferred Associates or technical degree with specialized training in general office practices such as computer, accounting, supervision, and data processing. At least three years experience in general office, communications, or records management experience in a law enforcement environment is desirable. Must be bondable.

**Residency** – unless excepted by the Common Council, any applicant who is hired to fill any full-time City position shall become a bona fide resident of a home located within fifteen (15) linear miles of the nearest corporate limits of the City of Chetek within six (6) months of said employment, but said period may be extended by the Common Council for appropriate cause shown.

Competitive pay and benefit package.

Application and job description available by contacting Chetek Police Department - 101 Moore Street, Chetek, WI 54728 (715) 924-3686, email: [kdavis@cityofchetek-wi.gov](mailto:kdavis@cityofchetek-wi.gov), [www.cityofchetek-wi.gov](http://www.cityofchetek-wi.gov)  
Please submit application, letter of interest and resume to: Chetek Police Department , PO 194, Chetek, WI 54728

The City of Chetek considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other protected status.