



## **Town of Three Lakes**

### **Job Posting: Town Secretary**

The Town of Three Lakes seeks applicants for the position of Town Secretary. Applicants must be able to perform a variety of clerical and secretarial duties as described in the official job description to support the operations of the Town Office. All duties and responsibilities of this position are performed under and subject to review and guidance of the Town Clerk and Town Chairman.

Hours of Employment: Monday to Friday from 8:00 am - 4:30 pm  
Base Pay: \$12.00-16.00/hr commensurate with experience  
Health and retirement benefits plus vacation and sick days are included

Interested persons should contact the Three Lakes Town Office by phone, email or fax to be given an application form and job description. Applications will be accepted through June 10, 2011\* and should be submitted along with a resume to:

Town of Three Lakes  
Attention: Town Secretary Position  
6965 W. School St.  
P.O. Box 565  
Three Lakes, WI 54562

Via fax to: (715) 546-3384

Via email to: [townclerk@townofthreelakes.com](mailto:townclerk@townofthreelakes.com)

\* The Three Lakes Town Board of Supervisors reserves the right to extend or shorten the application deadline date, as well as in its sole discretion to accept or reject any and all applications that may be received.

**PO Box 565, Three Lakes, Wisconsin 54562 • (715) 546-3316 • Fax (715) 546-3384**