

October 6, 2017

Richland County Highway Department will be accepting applications for Office Clerk.

RESPONSIBILITIES WILL INCLUDE:

- a) Proficiency with typewriter, computer and 10-key calculator
- b) Process and data enter all payroll and equipment hours
- c) Enter hours in computer to proper job numbers
- d) Maintain vacation and sick leave records
- e) Be able to type and interpret legal forms, deeds, titles, etc.
- f) Experience in accounting helpful

PRIORITY WILL BE GIVEN TO THE APPLICANT WITH:

- a) (LAN) Local Area Network Experience
- b) Microsoft Programs: Excel, Access, Outlook and Word.
- c) Mainframe AS400 experience
- d) Data entry-specialized accounting program
- e) Prior payroll experience required

Hours of work are 8:00 a.m. to 3:30 p.m. Labor Day thru April 30 Monday thru Friday and 7:45 a.m. to 4:30 p.m. May 1 thru August 31-Monday thru Thursday.

Applications with resumes will be accepted at the Richland County Highway Department, 120 Bowen Circle, Richland Center, WI 53581.

Richland County is an Equal Opportunity Employer.

Bill Condon

Richland County Interim Highway Commissioner