



Secretary I

This position is in the City Clerk's office and is responsible for clerical and secretarial duties, such as answering phones, receiving the public, transcribing various minutes and data processing, as well as extensive customer assistance duties. Requirements include: graduation from high school or equivalent with specialized course work in general office practices and computers, three (3) years of increasingly responsible related work experience, and a valid WI Drivers license. The current starting bi-weekly salary is \$1064.26, plus an excellent benefit package. To request an application and complete job description, please contact the City of Oshkosh Personnel Office at (920) 236-5110, Room 401, City Hall, 215 Church Ave., Oshkosh, WI, or visit the web site at www.ci.oshkosh.wi.us/Personnel/Procedures.htm. Applications need to be received by 2/12/10. Resumes without an application will not be considered. EOE/MFH.