

Village of Spring Valley Office Assistant Position

The Village of Spring Valley is seeking a part time Office Assistant, up to 20 hours per week. Data entry/clerical. Knowledge and experience with Word and Excel, various computer applications, office equipment, and good customer service skills are needed. To apply, submit a letter of interest, and a current resume with references to the Village of Spring Valley, PO Box 276, Spring Valley, WI 54767. Resumes will be received until the position is filled.