Job Opening

Vernon County Commission’s Office is seeking a part-time Administrative Assistant. Your responsibilities will include recording minutes, scheduling the Commission’s agenda, & working with townships. You will also be doing other office duties, such as: answering phones & emails, filing, and other general office roles. Required & desirable skills include the ability to work with various departments & department heads, organized, confidentiality, self-starter, customer service, & phone etiquette. Hours are 21 hours per week; Monday, Tuesday, & Wednesday.

All applicants can turn their resumes in at the Vernon County Clerk’s Office up until April 14, 2023.

100 W. Cherry, Suite 6

Vernon County Courthouse