Part-Time Position Open

Administrative Assistant

The City of Waupaca is seeking applicants for a part-time Administrative Assistant within the Police Department.





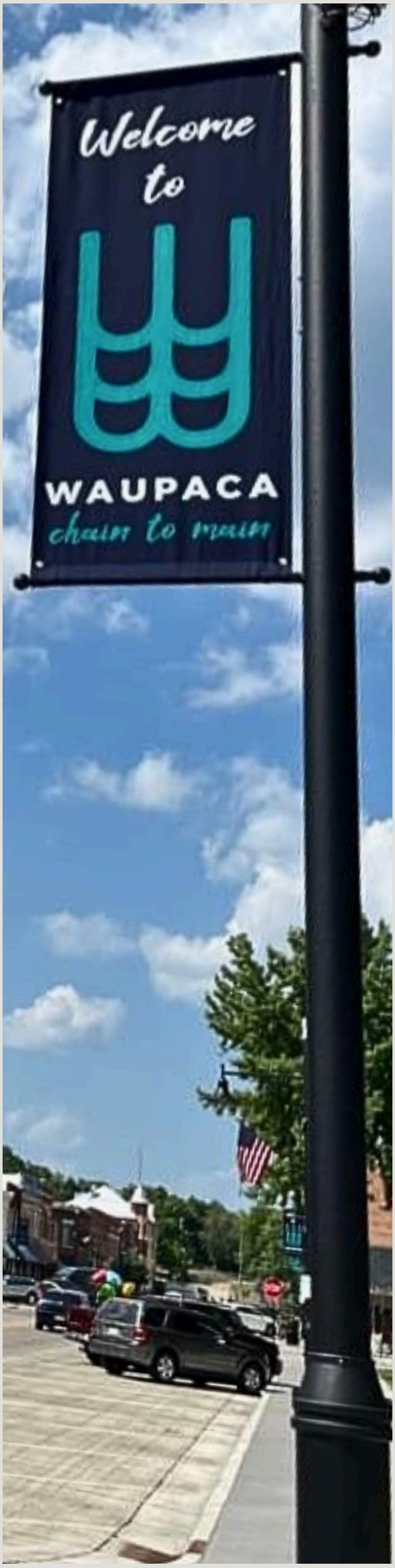








THE CITY OF WAUPACA'S MISSION IS TO PROVIDE SERVICES THAT ENSURE A SAFE, VIBRANT, AND CONNECTED COMMUNITY



The Position

The City of Waupaca is seeking a motivated and professional individual to fill a part-time position within their Police Department. This position provides clerical and administrative support to the Police Department, including but not limited to duties involved with accounts payable, records management, and customer service. Specifically, this position records and classifies complaints, checks officer reports for completeness, serves as a Time Agency Coordinator (acting as a liaison between the agency and Chief), and enters information on traffic accident reports. The position also oversees the department's online systems for ticketing, licensing, and collections.

The City is seeking candidates who have a positive demeanor and attitude, great character, ethics, and the ability to communicate effectively with team and community members. A formal job description can be viewed at https://www.cityofwaupaca.org/transparency/job-descriptions/.

Job Functions & Qualifications

The position would require applicants to have strong communication and interpersonal skills. A friendly, dependable, and professional demeanor is preferred. Applicants should be comfortable assisting others with basic inquires and responding to citizen complaints. The ideal candidate will have at lease one year of office experience and have graduated from high school or a GED equivalent.

Though the City of Waupaca has a list of preferred qualifications, applicants interested in the position should know that the City may consider giving support to high-quality candidates without the exact preferred prerequisites through training opportunities while in the position. The City of Waupaca values relevant work experience to a high degree and believes that specific job-related skills can be learned through job experience, supported training, and involvement in professional associations.

Compensation & Benefits

Position is part-time, with a possibility of full-time later in 2027. Starting pay range is $22.00 - $28.00 per hour, based on qualifications. Average weekly hours would be under 23 hours.

Application Process

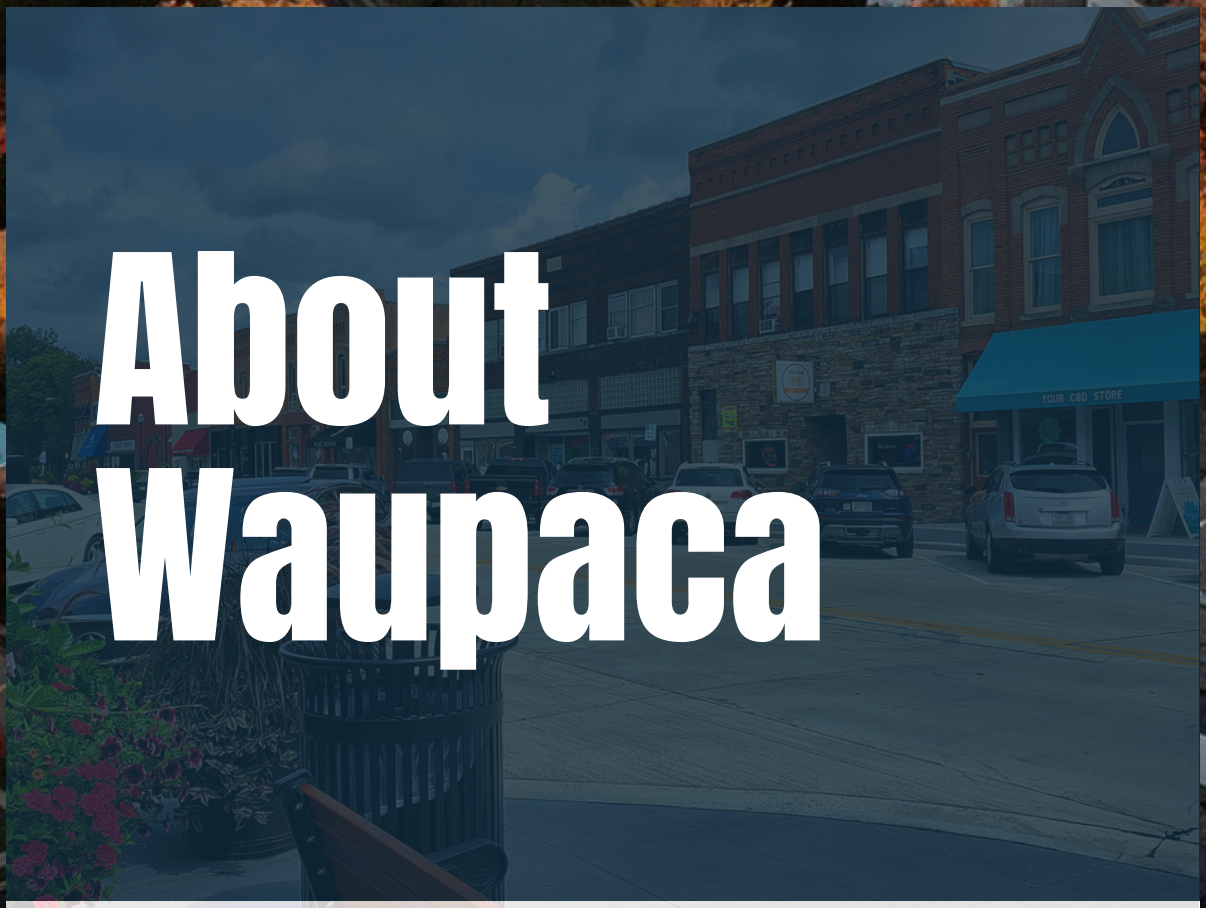
Interested professionals should submit application materials to employment@cityofwaupaca.org

Application material should include the following:

- City of Waupaca Employment Application
- Cover Letter
- Resume
- References

Complete applications will be accepted until the position is filled. All questions should be directed to Kate Wieters at employment@cityofwaupaca.org.





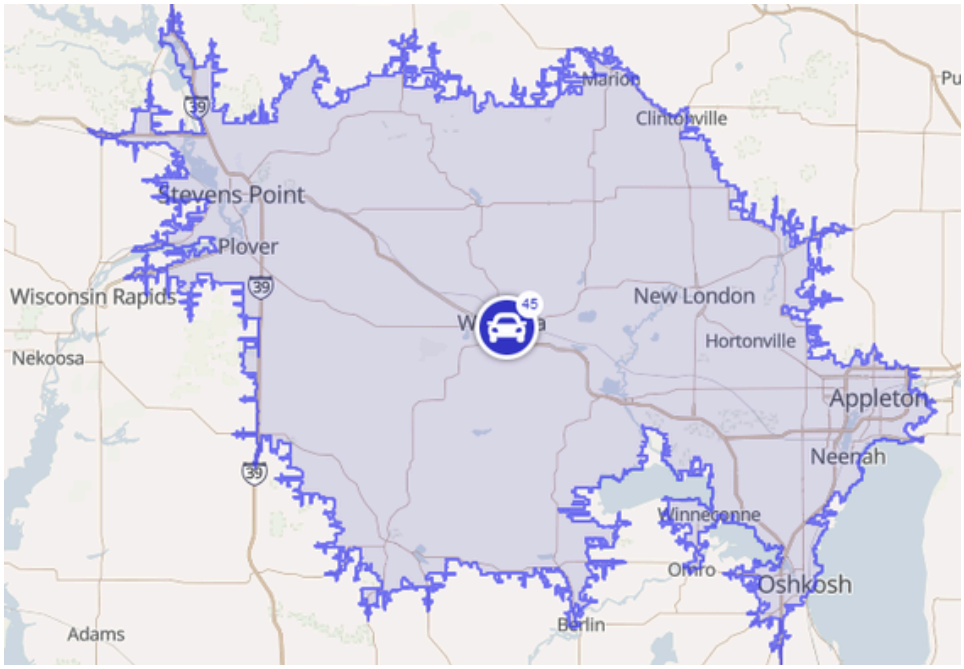
About Waupaca

You'll love it here.

The City of Waupaca has a population of 6,282 residents as of the 2020 Census and has seen an influx of population growth over the past two years. The City of Waupaca has just completed an award-winning Main Street renovation that has helped reshape our downtown. The recent infrastructure project, along with a current business incentive program that is funded through one of our TIF districts, has assisted in creating momentum and excitement in our downtown and throughout the City. Waupaca's City Council is comprised of 10 elected officials and a Mayor who have been in sync on their support of staff and the direction of the current organization-wide strategic plan. The historic downtown and the pristine Waupaca Chain O' Lakes coupled with other area rivers, streams, and lakes provide countless outdoor recreation opportunities. A strong school district, fantastic natural resources, and a wonderful sense of community are just a few reasons Waupaca is a wonderful place to call home.

Waupaca

AWAY FROM IT ALL, BUT NEARER THAN YOU THINK.



Your next career is just a hop, skip, and a jump away. From Appleton, Oshkosh, Clintonville, and Wisconsin Rapids, Waupaca is just a 45-minute commute. New London and Stevens Point are even closer, about a half-hour drive from City Hall. Join our team and enjoy a competitive wage and generous benefits package, wherever you live.

Located in the heart of central Wisconsin at the junction of US Highway 10 and State Highways 22, 49, and 54, Waupaca is a two-hour drive from Milwaukee and Madison.

REGIONAL POP.	NUMBER OF LAKES	LOCAL BUSINESS
~400,000	240	600+
within 45 minute driving radius	in Waupaca County	throughout the City of Waupaca

