



15 South School Street, PO Box 273, Mayville WI 53050

Phone: 920.387.7900 Fax: 920.387.7919

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City of Mayville – Job Announcement Part-Time TAG Center Front Desk Clerk

The City of Mayville is seeking a Part-Time Front Desk Clerk to assist with the daily operations of the TAG Center and Parks & Recreation Department. This position provides customer service, administrative support, and helps ensure a welcoming and efficient experience for all visitors.

Position Summary

The Front Desk Clerk will perform a variety of duties including answering phones, providing information on programs and services, processing memberships and rentals, handling money, and assisting staff as needed. The role requires the ability to manage multiple tasks in a fast-paced environment, maintain punctuality, and work additional hours when needed. Day and some weekend shifts are available.

Qualifications

Candidates should have good communication skills, be familiar with computers, word processing, and Excel, and be able to learn department policies and procedures. First Aid/CPR/AED certification is required (certification can be provided). The position includes a free TAG Center membership.

Hours & Compensation

Part-time position with day shifts and occasional weekend hours.

Application Process

Position open until filled. Please submit a resume, cover letter, and City of Mayville Employment Application to:

Deputy Clerk Dawn Hundt

Email: dhundt@mayvillecity.com

Mailing Address: PO Box 273, Mayville, WI 53050

The City of Mayville is an Equal Opportunity Employer.