

OPEN POSITIONS

The City of Appleton is currently hiring and recruiting for the following positions listed below. If you are interested in applying for any of these openings please see instructions on how to apply.

POSITION	STARTING SALARY	APPLICATION DEADLINE DATE
<p>PAYROLL CLERICAL ASSISTANT: The City of Appleton is seeking a responsible individual to fill the role of a 20 hour per week non-benefitted Payroll Clerical Assistant at the Appleton Police Department. Work involves performing a wide variety of clerical functions pertaining to payroll for the Police Department and requires the application of some judgment in the interpretation of policies and regulations. This position requires considerable experience in responsible clerical work, at least one to two years of college, business or technical school, or any equivalent combination of experience and training. Regular attendance is required.</p>	<p>The hiring range for this position is \$12.79 to \$15.36/hour</p>	<p>March 22</p>
<p>WATER PLANT OPERATIONS SUPERVISOR: The City of Appleton is accepting applications for the position of Water Plant Operations Supervisor. This is a professional management position responsible for supervising all aspects of a lime softened, surface water with advanced ultra-filtration membrane treatment process to maintain plant operations within federal and state compliance. Work includes scheduling shifts, coordinating work assignments, creating special projects, interacting with staff to analyze data and coordinating process control investigations, working with maintenance staff to coordinate maintenance activities, and significant interaction with senior management to support facility and departmental goals. This position works under the general supervision of the Deputy Director of Utilities. Requires a Bachelor's Degree in science, engineering, water technology, or a related field, with considerable supervisory experience. A broad knowledge of Water operations, Wastewater Operations, Engineering, or Industrial Treatment, with the ability to obtain a valid state certification within one year. Regular attendance is required.</p>	<p>The hiring salary range for this position is \$59,634 to \$71,531, plus an excellent fringe benefit package</p>	<p>March 29</p>

EQUAL OPPORTUNITY EMPLOYER

Instructions for applying for posted positions are listed below.

Application Instructions:

- Fill out an application from the Human Resources Department - 6th floor (address below)
- Obtain our application on-line at www.appleton.org,

City of Appleton
 Human Resources Department
 100 N. Appleton Street
 Appleton, WI 54911
 (920) 832-6458 (phone) (920) 832-5845 (fax)
humanresources@appleton.org (email address) www.appleton.org (on-line application)

Resumes without an application will not be considered.

*Please note: In the event that the Post Office is closed during normal business hours, on the application deadline date, applications must be postmarked no later than the Post Office's next day of operation to receive consideration.