

**EMPLOYMENT OPPORTUNITY  
LAW ENFORCEMENT CLERK POSITION**

**Vilas County Sheriff's Department  
330 Court Street  
Eagle River, Wisconsin 54521**

Applications are now being accepted, by the Vilas County Sheriff's Department, to fill current Law Enforcement Clerk vacancies. All vacancies must receive authorization from the Vilas County Board of Supervisors prior to being filled.

**Salary & Benefits:** Starting wage is \$13.35 per hour. There is a six month rate increase to \$15.70 per hour, and after completion of two years, an increase to \$16.40 per hour. Information on our comprehensive fringe benefit package will be provided.

**Qualifications:** Must be 18 years of age; a U.S. citizen; a high school graduate or equivalent; possess a valid Wisconsin driver's license; two or more years of office experience required; must be proficient in Microsoft Office 7; have the knowledge and experience to use transcription equipment and be able to type a minimum of 50 w.p.m.; possess good verbal & written communication skills; maintain strict confidentiality; and no felony convictions. Knowledge of and experience in law enforcement or related field is preferred.

**Apply:** By 12:00 Noon, Friday, November 12, 2010, to the Vilas County Sheriff's Department, Attention: Carol Krebs, 330 Court Street, Eagle River, Wisconsin 54521. Applicants must submit a completed Wisconsin Law Enforcement Standards Board form DJ-LE-330, including completion of category #6, general questions A-C, on the application form must be answered. Applications are available 24 hours per day at the department, or on our website at [www.co.vilas.wi.us](http://www.co.vilas.wi.us) (select Sheriff's Department tab, and then go to the Employment tab), or they can be mailed to you upon request. Please call 715-479-4441 to request an application package.

**Note:** Successful applicants will be required to pass a written examination; a transcription skills test; oral interviews; a medical examination including a pre-employment drug screen; a psychological assessment; and an extensive background investigation.

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**