

September 20, 2011

Common Council
City of West Allis

RE: Filing a Vacancy in the .75 FTE Secretary Position

Dear Alderpersons:

Effective October 3, 2011, the .75 FTE Secretarial Position in the City Attorney's Office will be vacant. It is necessary to effective operation of this department that position be filled. Therefore, I am requesting authority to fill the position.

Thank you for your attention to this matter.

Sincerely,

Scott E. Post
City Attorney

SEP:kp
H/Scott/CC&Mayor-SecPosition

Cc: Mayor Devine
Paul Ziehler