

**Job Posting – Village of North Prairie
Clerk/Treasurer
Waukesha County, WI**

Application Deadline: Until position is filled.

Position: The Village of North Prairie, WI population approximately 2,235 is accepting applications for position of Full-time – Part-time flexible Village Clerk/Treasurer.

Duties and Responsibilities: Duties include but are not limited to the preparation of meeting agendas/minutes, attendance at monthly Village Board and Plan Commission meetings, issuance of licensing and permits, open records requests, budgeting, audit preparation, elections as required by State Statute, accounts receivable and payable, payroll, insurance and tax bill preparation and collection, and all other duties as assigned.

To obtain a complete job description, please visit the Village of North Prairie's website – www.northprairie.net

Minimum Requirements: High School diploma, plus minimum of three years or more of professional experience in municipal government or general administration. Possession of a valid driver's license, ability to obtain Wisconsin Municipal Clerk Certification and Notary Public.

Anticipated Salary Range: Starting wage based on candidate's qualifications and experience. Hourly wage \$25 - \$30 an hour.

Please submit resume via email to Frank Rewasiewicz, Village Trustee at frank.rewasiewicz@northprairiewi.gov

The Village of North Prairie is an Equal Opportunity Employer