

Village of North Prairie Deputy Clerk/Treasurer Position

The Village of North Prairie (pop. 2,200) is searching for a candidate to fill the position of Deputy Clerk/Treasurer.

The Village of North Prairie is seeking an energetic and qualified individual to fill the vital role of the Deputy Clerk/Treasurer. This position is a critical link, as it's the first contact between the residents of the Village of North Prairie and their local government. An energetic and enthusiastic person is encouraged to apply and join our team.

Schedule: Flexible hours, 15 – 20 hours per week. Possible evening hours for meetings and elections.

Successful candidates shall possess a minimum of a high school diploma, two to three years of related experience such as moderate administrative experience or municipal experience and strong communication and computer skills (Microsoft Office). Any experience in WisVote, Sage Accounting or other office/accounting software is preferred.

Hourly range: \$20.00 - \$22.00 depending on qualifications.

The Village of North Prairie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities.

Applications and Resume' may be submitted electronically to clerk@northprairiewi.gov. Position is open until filled. A full job description may be found on the Village of North Prairie website at www.northprairie.net, CLICK on Employment