

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

Position: The Village of North Prairie, WI, population approximately 2,235, is accepting applications for the position of full-time 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 website www.northprairie.net

Minimum Requirements: High School diploma, plus a 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 a Wisconsin Municipal Clerk Certification and Notary Public.

Anticipated Salary Range: Salary will commensurate based on candidate's qualifications, experience, and ability.

Benefits: Benefit Package available. Please visit the Village of North Prairie website, www.northprairie.net for a brief description.

Please submit resume via email to Deb Hall, Village Trustee, at deborah.hall@northprairie.net. Job will remain posted until filled.

The Village of North Prairie is an Equal Opportunity Employer.