

**Town of East Troy**  
**Clerk of Court and Administrative Assistant**

The Town is accepting applications for the position of Clerk of Court and Administrative Assistant. This position is 32 hours per week, Tuesday through Friday, with some evening meetings required monthly.

The ideal candidate will be detailed orientated, have data entry and cash handling experience, be proficient in Microsoft Word and Excel, and have excellent communication and customer service skills. The position will deal with all Municipal Court clerical duties, Planning Commission clerical duties and updating the Town's website as needed.

This position requires a high school diploma, Course work in Microsoft office related to legal and/or a municipal court setting would be helpful. Those with two or more years of experience in clerical or secretarial work in a municipal court settings are encouraged to apply. The candidates must pass a background check and drug/alcohol test. A confidentiality agreement will be part of the employment contract.

**Competitive pay and excellent benefits are offered for this position.**

Interested candidates should submit their resumes to: Town of East Troy, Municipal Court Position, PO Box 872, East Troy WI 53120 by July 9, 2021 or drop it off at the East Troy Town Hall, N9330 Stewart School Road. A detailed job description can be received by emailing [tetclerk@townofeasttroy.com](mailto:tetclerk@townofeasttroy.com).