

**Town of East Troy
Deputy Clerk/Treasurer**

The Town is accepting applications for the position of Deputy Clerk/Treasurer. This position is a full-time position, Monday through Friday, 8:00 am to 4:00 pm, with some evening meetings required monthly.

The Deputy Clerk/Treasurer will provide statutory assistance to the Clerk/Treasurer and the Town Board. The position will also provide clerical support to the Town Police Department. Tasks will include but are not limited to: bank reconciliations, accounts receivable and payable, preparing meeting minutes, property tax collection, assisting with election administration and working in WisVote, TRACS, ProPhoenix, and Etime, answering public record requests, data entry, answering resident inquiries, ordering and receiving supplies, maintaining records, data entry of citations and police dispatch as needed.

This position requires a high school diploma, an associate's or bachelor's degree is preferred, certification from the WI Municipal Clerk's Association or the willingness to work towards certification plus and proficiency in Microsoft office. The ideal candidate will be detailed orientated, have data entry and cash handling experience, have excellent communication and customer service skills. The candidate must have the ability to learn new software and be a multi-tasker. The candidate must pass a background check as well a drug and alcohol test. A confidentiality agreement will be part of the employment contract.

Competitive pay based on experience and excellent benefits are offered for this position.

Interested candidates should submit their resumes to: Town of East Troy, Deputy Clerk/Treasurer 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.