

Job Announcement

Deputy Clerk-Treasurer – Village of Yorkville, Wisconsin

The Village of Yorkville is seeking a part-time Deputy Clerk-Treasurer. This position assists the Village Administrator/Clerk and Village Treasurer in performing their statutory duties. Key responsibilities include assistance with the following: elections (including voter registration and absentee voting), tax collection, dog licensing, records management, bank reconciliations and deposits, drafting correspondence, working with the public, and other projects as assigned by the Village Administrator/Clerk. The candidate should have a flexible schedule, experience with working in a governmental setting, the ability to multi-task and manage multiple projects, and a commitment to providing high-quality service.

Qualifications, experience and the interview process will determine the candidate's starting hourly wage, up to \$20.00 per hour. Candidates should apply by submitting a resume, cover letter and contact information for three work-related references by Monday, December 16, 2019, to Michael McKinney, Clerk-Treasurer, by e-mail to michael@villageofyorkville.com. Anticipated starting date is January 2, 2020.