

Deputy Clerk/Treasurer, FT – Genoa City; Population 3052

Responsibilities include customer service, utility billing, dog licensing, and assisting the Clerk/Treasurer in Accounts Receivable, Payables, Tax Collection, Elections and various other peripheral duties. The position requires attendance at various seminars and workshops that may require out of town travel and overnight stays. High School diploma required; additional relevant coursework and municipal experience desired. Excellent interpersonal and communication skills are required. The position requires organizational skills, accuracy, computer literacy, the ability to multi-task, a self-starter, a professional attitude and appearance and be able to work collaboratively in a small office environment. Candidates must be proficient in using Microsoft Word and Excel programs. Salary DOQ. Submit resume with references by June 20th to: Village of Genoa City, 755 Fellows Rd, PO Box 428, Genoa City, WI 53128
Attn: Village Clerk/Treasurer