

**Town of Washington**  
**JOB NOTICE**  
Town Clerk

The Town of Washington is seeking applications for the appointed position of Town Clerk under the supervision of the Town Board. A copy of the full job description is available for review through the Town of Washington town office.

**Minimum Qualifications**

1. Must be at strong communicator through oral, written, listening, and organizational skills with strong attention to detail
2. Proficient in accounting software including but not limited to Business Works, Microsoft Office Products such as Word, Excel, Outlook and Google Chrome
3. Experience with complex database systems including ADP payroll systems and Carmody sanitary reporting systems
4. Demonstrated ability to read and understand legal documents and directives, research legal issues
5. Have prior financial/budgeting experience in a business setting
6. Ability to work professionally and congenially with a wide variety of people in multiple situations
7. Independent decision-making skills
8. Bondable and eligible to become a Notary Public
9. Experience in municipal accounting is preferred

Primary, financial, and other duties are determined by Wisconsin State Statutes and Town Board. Starting salary rate is \$20/hr.-\$28/hr., depending on relevant skills and experience

Pay and benefits will be provided according to the Town of Washington Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time. A copy of the full job description is available for review through the Town of Washington town office.

Applications and a detailed job description may be obtained at the Town of Washington town office, 910 Main Rd, Washington Island, WI 54246. Application forms must be returned there, along with a resume by September 15<sup>th</sup>, 2021. Call (920) 847-2522 for more information.

*The Town of Washington is an Equal Opportunity Employer. Wisconsin Fair Employment Law prohibits discrimination in all areas of employment against any qualified person because of sex, race, disability, age (40 and over), creed, color, national origin, ancestry, sexual orientation, marital status, arrest and conviction record, military status, use of lawful products and genetic testing.*