

**THE CITY OF FENNIMORE IS  
ACCEPTING APPLICATIONS  
FOR THE FOLLOWING FULL-TIME POSITION**

**CITY CLERK/TREASURER**--The City of Fennimore (approximate population of 2,500) seeks to fill this full-time position.

**GENERAL STATEMENT OF JOB** -- Performs the duties of the City Clerk, Treasurer and Comptroller contained in the Wisconsin Statutes, Municipal Code, and as specified in the job description. Summary of Job Duties and Job description can be obtained by visiting

<https://www.fennimore.com/city-government/career-positions/> or by emailing Mayor Ryan Boebel at [mayor@fennimore.com](mailto:mayor@fennimore.com).

**Requirements:** A High School Diploma along with an Associate Degree in business, human resources, accounting, or related field and the ability to obtain Municipal Clerk & Treasurer certification within 4 years is required. Candidates must hold a valid driver license and be bondable.

**Preference:** a four-year college degree in business, human resources, accounting, public administration, or related field; Municipal Clerk & Treasurer Certification; experience with Civic Systems software program. Any equivalent combination of education and progressively responsible training which provides the required knowledge, skills and abilities will be considered.

The City offers a competitive wage and benefit package. This is a salaried position, pay will be based on credentials and experience. Successful applicants will have submitted a completed City of Fennimore job application, along with a current resume. A job description and application are available on the City's website at [www.fennimore.com](http://www.fennimore.com) or at the City Clerk's Office, 860 Lincoln Avenue, Fennimore, WI. Resumes will not be accepted in lieu of applications. The City of Fennimore is an Equal Opportunity Employer.

**Initial review of applications will begin the week of March 11, 2019.  
Position open until filled.**

Please remit to:

Mayor Ryan Boebel  
1660 Wilson St.  
Fennimore, WI 53809  
or  
[mayor@fennimore.com](mailto:mayor@fennimore.com)

Ryan Boebel, Mayor, City of Fennimore

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