



## CAREER OPPORTUNITY

City of De Pere

Deputy Clerk/Treasurer

The City of De Pere is seeking a full-time Deputy Clerk/Treasurer. The Deputy Clerk/Treasurer will provide accounting, budgeting and analysis support for the Finance Director/Treasurer. This position will also assist the City Clerk with the organization of City Council and other public meetings and assist with municipal elections. Full position details are available on our website at [www.de-pere.org](http://www.de-pere.org); click on the Jobs tab and then the position title.

As an employer, the City of De Pere is a positive, team-oriented organization with a commitment to providing exceptional customer service to its community. The City of De Pere provides an engaging work environment focused on collaboration and team building. De Pere strives to attract, develop, and retain critical talent by promoting a diversity of thought, valuing differing perspectives, and empowering employees to share their authentic viewpoints at all levels and functions within the City. Diversity and inclusiveness enhance employees' ability to be thoughtful, effective and efficient while providing the very highest level of municipal service to our community.

### Qualifications:

1. Bachelor Degree in Accounting or related field.
2. One year related work experience.
3. Certified as a Municipal Treasurer and Municipal Clerk preferred.

A combination of education and experience may be considered.

**Salary:** The full salary range is \$23.94 - \$32.82 per hour, plus an excellent benefits package. Applicants may be hired anywhere within the range, but are typically hired between steps 1 and 6. Step 6 is \$27.34 per hour.

**Typical Work Schedule:** Monday - Friday: 8:00 a.m. - 4:30 p.m. plus additional hours as needed to attend the City Council and other public meetings and for elections related activities.

*The summer schedule (Memorial Day - Labor Day):* Monday - Thursday: 7:30 a.m. - 5:00 p.m.;  
Friday: 7:30 a.m. - 11:30 a.m.; Plus additional hours as needed to attend evening meetings.

**How to Apply:** Apply online at [www.de-pere.org](http://www.de-pere.org); click on the Jobs tab and then the position title.

**Application Deadline:** Applications are being accepted until the position is filled. Review of applications will begin the week of March 25, 2019.

We are an Equal Opportunity Employer seeking a talented and diverse workforce.

*City of De Pere | Human Resources Department*

*335 S. Broadway Street | De Pere, WI 54115 | 920.339.4045*

*Web: [www.de-pere.org](http://www.de-pere.org) – Click on Jobs | E-Mail: [deperehr@mail.de-pere.org](mailto:deperehr@mail.de-pere.org)*