

Do you enjoy variety in your workday?

Do you want to be part of a close-knit team?

Are you dedicated to public service?

If you answered yes, you may be a good fit for our Deputy Clerk/Deputy Treasurer position. Over the next few months, the Village will be combining its Finance Department and Clerk's Department into one Clerk-Treasurer's Department. This new department will be led by our Village Clerk/Treasurer, whose team will consist of five full time employees. The Clerk-Treasurer's Department is the central hub of the Village- both literally and operationally. The staff is responsible for elections, licensing, accounts payable, tax collection, pet licensing, open records, open meetings, and financial transparency (among other things). Providing good customer service is fundamental to the Germantown Clerk-Treasurer's Department, whether it is serving residents who are paying their taxes or voting or businesses applying for a license, the department's number one priority is service, so the new Deputy should be good with people and enjoy working with the public on a daily basis. For those who want to serve their community, there is nowhere more important right now than the Clerk-Treasurer's Office, where our staff works tirelessly to preserve the integrity of local government, including its elections.

If the job sounds good, you will also love the Village. The Village of Germantown has the best of all worlds: a great location near downtown that has kept its rural roots. Germantown continues to grow, with new subdivisions and several industrial facilities in the development process. Even though we have more than 150 employees, we still take time to appreciate one another at regular potluck lunches, game days, or just passing each other on the street. In addition to serving in the Clerk/Treasurer Department, we have other team opportunities with a volunteer wellness committee as well as other ad hoc employee groups.

What else do we have to offer?

1. This position includes compensatory time opportunities, great staff, and a friendly and positive team-oriented working environment.
2. In 2020, the salary range for this position is \$44,790 to \$55,099 depending on qualifications and experience.
3. The Village offers a great package of benefits for this position, including:
 - a. Medical, dental & life insurance
 - b. Voluntary wellness program & reimbursement package
 - c. 11 paid holidays/year
 - d. 12 paid sick days/year
 - e. 10 to 25 paid vacation days/year (depending on length of service)
 - f. Employee recognition program
 - g. Flexible spending plan (Section 125) for pre-tax payment of medical, dental & daycare
 - h. Wisconsin retirement system membership & an optional 457 deferred compensation plan
 - i. Professional development training opportunities & payment of WMCA membership dues.

A Few of the Characteristics We Are Looking For (complete listing can be found in the job description):

- Minimum education equivalent to an Associate Degree
- Minimum 2 years of experience in an office setting, preferably in a municipality.
- A team player who also has initiative and a positive attitude
- Strong Communication Skills
- Familiarity with WisVote, licensing software, financial software, and website management a plus.

A complete job description with the position's essential duties, required qualifications and abilities, and other requirements can be found [here](#).

To apply for this position, please submit a [completed application](#) found on our website to the Support Services Manager Michelle Tucker mtucker@village.germantown.wi.us or by mail to:

Michelle Tucker

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PO Box 337

Germantown, WI 53022.

All materials are due by August 31, 2020. Interviews will likely take place in mid-September.