

Village of Belleville Employment Opportunity Deputy Clerk Position

The Village of Belleville, population 2,473, is seeking to fill the full-time position of Deputy Clerk. Located thirty minutes from downtown Madison, Belleville is a growing rural suburb situated in both Dane and Green Counties. This is a new full-time position assuming some of the duties previously assigned to a Deputy Clerk/Treasurer position.

The Deputy Clerk is a key member of the Village Hall Staff and performs essential functions related to maintaining public records, conducting elections, and processing payroll. General duties include: general receptionist duties and office support functions and responding to customer inquiries and information requests. Specific duties include: preparing annual license reports, processing applications and licenses, posting public notices, processing new-hire paperwork, maintaining personnel records, entering timesheets and processing payroll, indirectly supervising Election Inspectors, supervising Special Voting Registration Deputies, managing absentee voter lists, preparing paperwork and supplies for election days, act in the statutory capacity of the clerk when required, assist with utility billing when required, maintain cemetery records, and other duties as assigned.

The position is under the supervision of the Administrator / Clerk / Treasurer. Preference will be given to applicants with certification from the Wisconsin Municipal Clerks Association or other relevant training and experience. Knowledge of Workhorse accounting software is a plus. The applicant must have a high school diploma or equivalent.

The base wage for the position is \$24.00 per hour dependent upon qualifications and experience. Benefits include WRS retirement, ETF health insurance, dental, and life insurance. A criminal background check and other pre-employment testing will be required.

Applicants may apply for this position by submitting a cover letter, resume, and five professional references to the attention of Brian Wilson, Village Administrator, via email at bwilson@villageofbelleville.com as soon as possible. The position will remain open until filled. EOE

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