

**Town of Sumpter  
Sauk County, Wisconsin**

**Position Vacancy for Part-Time Clerk**

The Town of Sumpter, Sauk County, Wisconsin (population 1,183) is seeking qualified applicants for a part-time municipal clerk. Candidates must have strong communication and organizational skills, and a strong attention to detail. A working knowledge of municipal government, accounting, finances, maintaining public records, budgeting, payroll, licensing and permits, election administration, as well as basic knowledge of sanitary district administration is desired. Computer skills are critical and should include proficiency in Microsoft Word, Excel, and QuickBooks. Starting salary is dependent on qualifications. Call or email for any questions on the position, or position description (608-643-8483 or [deziogs@gmail.com](mailto:deziogs@gmail.com)). Send cover letter and resume with salary requirements to Supervisor Donna Ziegler, E10603A Cty. Rd. C, North Freedom, WI 53951. Initial deadline for consideration is March 1, 2021, but position will remain open until filled.