

Join the team in the Village of Walworth, WI (pop. 2830) as the next Deputy Clerk Treasurer!

The Village of Walworth is located just 1.5 miles from the western shores of beautiful Lake Geneva. We are about 50 minutes southwest of Milwaukee, an hour southeast of Madison, and just 70 miles northwest of Chicago, IL. Walworth has commonly been known as “The Friendly Village on the Square”.

As a full-time employee, the Deputy is primarily responsible for assisting the Clerk/Treasurer but will focus on accounts payable as well as payroll and benefits administration. The deputy will also be involved in annual budget preparation, election administration support and other tasks as assigned. The Deputy will also attend meetings and take minutes in the Clerk Treasurer’s absence.

The qualifications for this position include at minimum a high school diploma or equivalent, vocational/technical training and three to four years of related work experience preferably in local government. Experience with Microsoft Office products and Casselle software is a plus.

We offer an excellent and competitive benefits package including participation in WRS, health, dental, and life insurance, in addition to paid vacation, personal, and sick time.

Application and full job description can be found on the village website at www.villageofwalworth.govoffice2.com. Mail, drop off, or email your cover letter, resume, application, and five professional references to:

Village of Walworth
P.O. Box 400
Walworth, WI 53184
clerk@villageofwalworth.us

Position will remain posted until filled.

The Village of Walworth is an Equal Opportunity Employer.