

Part-Time Deputy Clerk/Treasurer

Village of Germantown, Wisconsin

Join our Team!

The Village of Germantown is currently looking to fill two part-time Deputy Clerk/Management Analyst positions. This position would be responsible for elections, tax collection, operating the cash register processing payments for sewer/water, recreation and permits, pet licensing, open records, etc. and would report to the Village Clerk-Treasurer. Providing good customer service is fundamental to the Village of Germantown and will be expected of this position to maintain. For those who want to serve the public, there is nowhere more important right now than the Clerk-Treasurers Office, where our staff will work tirelessly to preserve the integrity of our elections.

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.

Salary Range \$20-25 per hour for a part-time schedule ranging from 20 to 25 hours per week. Qualifications include an associate degree from an accredited school and/or equivalent training/experience with at least 2 years in a municipal setting as well as obtaining a Notary Public Certification within 3 months of hire. The applicant should be a team player with a positive attitude and strong communication skills. Recommended qualifications include familiarity with WisVote, licensing software, financial management software, and website management.

- benefits for this position include:
 - a. Voluntary wellness program
 - b. Employee recognition program
 - c. Flexible spending plan (Section 125) for pre-tax payment of medical, dental & daycare
 - d. Wisconsin retirement system membership (24+ hours) & an optional 457 deferred compensation plan
 - e. Employee Assistance Program

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 Erin Hirn ehirn@village.germantown.wi.us or by mail to:

Erin Hirn

N112W17001 Mequon Rd.

Germantown, WI 53022

Position Open until filled.

Qualifications

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