

## **Deputy Clerk/Deputy Treasurer – Village of Union Grove, Wisconsin**

The Village of Union Grove is seeking a detail-oriented, organized, and citizen-focused person to join our team as our full-time Deputy Clerk/Deputy Treasurer. The Deputy Clerk/Deputy Treasurer assists the Village Clerk and Village Treasurer in the administration of their duties and statutory responsibilities.

Key responsibilities include serving as a primary point of contact for residents and other parties, property tax collection, utility billing and recordkeeping, assisting in election administration (including voter registration, absentee voting, and election day supervision), licensing (dog, alcohol, operator, cigarette, fireworks, etc.), and other duties as assigned by the Village Administrator.

Candidate must have a friendly and professional attitude, the ability to multi-task, a commitment to providing high-quality service, and must function well both independently and as part of a team. Preferred qualifications include experience with working in a governmental setting OR related experience or training OR an equivalent combination of education, training and/or experience. Starting salary based upon qualifications and experience.

This is an exempt position not eligible for overtime pay under FLSA. Benefits include Wisconsin Retirement System enrollment, health insurance, dental insurance, vision insurance, sick leave, vacation time and holiday pay. Candidates should apply by submitting a resume, salary requirements and contact information for three work-related references to Kerry Bennett, Administrator, by e-mail to [kbennett@uniongrove.net](mailto:kbennett@uniongrove.net). Position is open until filled.