POSITION ANNOUNCEMENT

TOWN OF FREEDOM,OUTAGAMIE COUNTY
DEPUTY CLERK TREASURER

The Town of Freedom is a rapidly growing community in Outagamie County, located between the Fox Cities and Green Bay metropolitan areas. The Town has approximately 6,100 residents with a median household income of $83,395. The Town encompasses 35.8 square miles. Land use in the Town is primarily agricultural and suburban residential. Freedom is home to 2 privately owned golf courses, industrial park, many community parks, and the Freedom School District. The Town center is located at the crossroads of County Highway E and State Highway 55 and has a small downtown atmosphere.

The Town of Freedom is seeking applicants to join our team as a full-time **Deputy Clerk/Treasurer**. The Town Clerk/Treasurer served under the direction of the Clerk/Treasurer.

The successful applicant will assist the Town Clerk/Treasurer in the maintenance of town records, issuance of licenses, performing secretariat functions of the Town Board, maintaining payroll and employee benefits system, administering employee benefit system and programs, overseeing elections, and performing Town Hall administrative and customer service functions.

A minimum of two years of related experience is required, previous experience in local government is preferred. A high school diploma or GED equivalent is required.

This is a full-time, non-exempt position with an hourly hiring wage of $23 - $27, depending on qualifications, plus benefits including paid time off; health, dental, and vision insurance; Wisconsin Retirement System, income continuation insurance.

Contact the Town of Freedom at 920-788-4548 for a full position description.

To apply for this position; send cover letter, resume, and/or completed employment application to claha@townoffreedom.org or mail to Town of Freedom, W2004 County Rd S, P.O. Box 1007, Freedom, WI 54131. Position will remain open until filled. For more information, please call (920)788-4548.