

The Village of Belgium is seeking a full-time Village Clerk/Deputy Treasurer.

Job duties include:

- Perform Village Clerk duties according to WI Statutes and Village Ordinances
- Administer Village Elections
- Issue Village Licenses and Permits
- Maintain Public Records
- Organize and attend Village Board and Committee Meetings

Minimum Qualifications:

- High School Diploma
- Driver's License
- Knowledge of Microsoft Applications and standard office equipment

Benefit package includes Health, Dental, Vision, Short Term Disability, Paid Time Off, Paid Holidays, and WI Retirement System.

For a complete job description and application go to

www.belgiumwi.gov/resources/village-employment

Apply Now at: <https://app.heygov.com/belgiumwi.gov/forms/application-for-employment>

Applications and Resumes can be sent to:

vboehnlein@belgiumwi.gov or

Village of Belgium
104 Peter Thein Ave
Belgium, WI 53004

Applications will be accepted until the position is filled.