



**CITY OF WISCONSIN DELLS
JOB DESCRIPTION
CITY CLERK/TREASURER**

PURPOSE OF POSITION:

Perform the duties of a City Clerk and City Treasurer as required by Wisconsin State Statutes. Responsible for the custody and maintenance of all official papers and records, the administration of all elections and licenses issued within the municipality, annual tax roll and collections and assist in the financial management of the city.

Starting Salary: \$65,000-\$80,000 DOQ

Click [here](#) to apply or go to www.citywd.org for more information including the full job description and list of benefits.

For questions about this position please contact City Administrator Karen Terry
kterry@dellscitygov.com.