

## **TOWN OF BUCHANAN TOWN DEPUTY CLERK/TREASURER**

The Town of Buchanan (Outagamie County, population 6,821) seeks an additional Town Deputy Clerk/Treasurer. This position will also serve as a backup for the Clerk/Treasurer as needed. Day-to-day supervision is provided by the Clerk/Treasurer, but also occasionally takes direction from the Town Administrator.

Responsibilities include, but are not limited to; greeting visitors, answering the phone, election assistance, assisting in tax collection, maintaining Town records, managing Town newsletters, licensing, assisting with the permit process, special projects, title inquires, ordering office supplies, assistance with payroll, and other accounting functions.

The ideal candidate should have some higher education courses with a minimum of two years of experience working in a municipal office, related work in a public sector environment, or equivalent combination of education and experience that provides equivalent knowledge, skills and abilities.

Individuals should have some customer service experience, excellent communication and organizational skills, and be proficient in Microsoft Word, Excel and Publisher. The ideal candidate must be detail-oriented, friendly, some flexibility with schedule, able to manage confidential data, able to multi-task, work independently and must be self-motivated. Candidate must be bondable and either possess or has the ability to obtain the following: Notary Public, WisVote Election Training (within 6 months), and Wisconsin Municipal Clerks Association Certification (within 5 years of hire).

Occasional nights may be necessary to accommodate meetings and elections.

Position is a 32-hour work week. Starting Salary: \$19.00/hr to \$21.00/hr, depending on qualifications. Competitive benefit package is available including health, dental, WRS, holiday pay, vacation pay and sick time.

Candidate must be able to pass background check and drug screening. A full job description can be obtained at: [www.townofbuchanan.org](http://www.townofbuchanan.org).

A pre-employment application, cover letter AND resume must be completed and submitted. An initial review of applications will begin when received. Qualified candidates will be contacted to arrange an interview.

Mail information to Clerk/Treasurer, Town of Buchanan, N178 County Rd N, Appleton, WI 54915. Submittals can also be e-mailed to [cynthias@townofbuchanan.wi.gov](mailto:cynthias@townofbuchanan.wi.gov) or dropped in the night deposit box on the south/west side of the building. Position will be open until we select the most qualified candidate.