

# POSITION ANNOUNCEMENT

## VILLAGE OF SHERWOOD, CALUMET COUNTY

### DEPUTY CLERK/TREASURER

The Village of Sherwood offers the best of both worlds – located in a rural area along the northeastern shore of Lake Winnebago, yet conveniently located a short drive to the greater Green Bay metropolitan area and Wisconsin's Fox Cities.

The Village is a great location for the outdoor enthusiast with High Cliff State Park and High Cliff Escarpment State Natural Area within 2 miles; Fox River State Trail within 5 miles; High Cliff Golf Course, North Shore Golf Course, and Eagle Links Golf Course within 6 miles; and just 40 miles from the shores of Lake Michigan. The Village is also a great location for the traveler, located just 15 miles from Appleton International Airport and 30 miles from Austin Straubel International Airport (Green Bay). The 3,358 residents of Sherwood live in rural, urban (in the Village center), and exurb areas.

The Village of Sherwood is seeking applicants to join our team as a full-time **Deputy Clerk/Treasurer**.

The Village Deputy Clerk/Treasurer serves under the direction of the Clerk/Treasurer. The successful applicant will assist the Village Clerk/Treasurer in the maintenance of Village records, issuance of licenses, performing secretariat functions of the Village Board, maintaining payroll and employee benefits system, administering employee benefit system and programs, overseeing elections, and performing Village 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 \$21 - \$25, depending on qualifications, plus excellent benefits package including paid time off, Wisconsin Retirement System, Wisconsin Employee Trust Fund (ETF) Group Health and Dental Insurance, ETF Disability Benefits, and Wisconsin Deferred Compensation.

Contact the Village of Sherwood at 920-989-4084 for a full position description.

To apply for this position send cover letter, resume, and/or completed employment application to [clerk-treasurer@VillageofSherwood.org](mailto:clerk-treasurer@VillageofSherwood.org) or mail to Village of Sherwood, W482 Clifton Rd, Sherwood, WI 54169. Position will remain open until filled. For more information, please call (920)989-4084.