

**Employment Opportunity  
City of Rice Lake  
Regular Full-Time FLSA-Exempt  
City Clerk-Treasurer**

The City of Rice Lake, WI is accepting applications for City Clerk-Treasurer due to an upcoming retirement. This is a full-time, salaried posting which shall remain open until the position is filled. The first deadline for review of applications will be Friday, September 27, 2024 at 2:00 p.m. The Clerk-Treasurer is responsible for the direct supervision of four (4) employees & indirectly supervises City Hall office staff & Election Inspectors during direct reports' absences & other personnel during the City Administrator's absence.

The ideal candidate shall have a bachelor's degree in public administration, related field and/or equivalent, with additional specialized municipal government training and experience. Duties will include issuing licenses and permits, registering voters, administering elections, coordinating Common Council and committee meeting agendas and meeting minutes, attending meetings, maintaining records, preparing property taxes, accounting and financial reporting. The applicant shall have a working knowledge of electronic data processing equipment/software, modern office practices and accounting principles and procedures. The City seeks candidates that possess Wisconsin Certified Professional Clerk ("WCPC") or Certified Municipal Treasurer of Wisconsin ("CMTW") designation & the ability to maintain the certifications throughout employment.

The City provides a generous benefit package, including participation in the Wisconsin Retirement System. The salary range is \$88,750-\$95,250/yr dependent upon qualifications & experience. The City of Rice Lake is an Equal Opportunity Employer.

Applications & complete job description are available [here](#) & at the City Clerk-Treasurer's Office. A completed application, with resume, cover letter & three (3) work-related references may be emailed to [kmorse@ricelakegov.org](mailto:kmorse@ricelakegov.org) or mailed to the City Clerk-Treasurer's Office, 30 East Eau Claire Street, Rice Lake, WI 54868 by the deadline for consideration.

Kathleen V. Morse, MMC/CMTW/WCPC  
City Clerk-Treasurer