

## Village Deputy Clerk

Applications are now being accepted for a full time (32 hours a week, benefit eligible) Deputy Clerk. Work responsibilities include a wide range of administrative functions including municipal agenda and minute preparation, election duties, the issuance of licenses and permits, web updates, and utility billing. The position requires initiative, judgment, and the ability to work effectively and independently with the public and other municipal officials.

Send resume, cover letter, and at least three references to:

Village of Ridgeway

113 Dougherty Court

Ridgeway, WI 53582

Contact the village office with questions at (608)924-5881. Complete job description available on the village website: <https://villageofridgeway.com/employment/>

Resumes accepted until May 14, 2021.