

Town of Troy
N8870 Briggs St.
East Troy, WI. 53120

Position Available: Deputy Clerk/Treasurer, Part-time Hourly Position

Reports To: Clerk/Treasurer.

Work Schedule: Some flexibility in work hours is required including some evenings. Approximately 6 hours per week, mornings. More hours necessary during elections, and tax collection.

Nature of Work:

Provides a variety of clerical, and election support work in the office of Town government as it relates to the statutory responsibilities of a Clerk and Treasurer.

Job Duties/Responsibilities:

- Responsible to assist the Clerk/Treasurer in fulfilling the statutory duties of the Clerk/Treasurer as described in the State Statutes.
- Assists with all elections, and activities related to elections including training and data entry.
- Provides office support with mail, answering the telephone, assisting, and directing Town residents/electors.
- Prepares and helps maintain/preserve Town files/records.
- Serves as backup in the office, and is requested to attend Town Board meetings in the absence of the Clerk/Treasurer.
- Attends training seminars as needed.
- Prepare Town correspondence as requested.
- Update the Town website as needed.
- Special projects as assigned.

Minimum Education/Experience:

Experience in general office procedures.

Working knowledge of computers, Microsoft Office, and Outlook.

Ability to use office equipment such as copier/fax.

Customer Service skills.

Good writing skills.

Attention to accuracy and detail.

Ability to work independently, and with confidential information.

Desirable Knowledge, Skills, Education, or Experience:

Quickbooks software.

Accounting/bookkeeping.

Cash handling/banking experience.

Physical Requirements:

Keyboarding.

Lifting and carrying: 30 pounds or less.

Driver's License: travel outside of Town Hall may be required with personal vehicle-mileage is paid.

Contact Tracey Raymond, Clerk/Treasurer at 262-642-5292 or clerktreas@townoftroy.com for more information. Submit Resume and Letter of Interest by May 21, 2018 at noon.