

## **City of Osseo, Wisconsin**

### **Position Opening: City Clerk/Treasurer**

The City of Osseo is seeking a qualified, detail-oriented, and community-focused professional to serve as **City Clerk/Treasurer**. This is a full-time position that plays a central role in ensuring efficient municipal operations, maintaining accurate records, and providing outstanding service to residents, businesses, and the Common Council.

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### **About the Position**

The City Clerk/Treasurer is responsible for managing official city records, administering elections, preparing agendas and minutes, and ensuring compliance with state and local statutes. The Clerk also supports financial administration, licensing, and day-to-day City Hall operations, serving as a key connection point between the public, city staff, and elected officials.

This position requires professionalism, confidentiality, and strong organizational skills. Candidates should be comfortable working independently, managing multiple priorities, and representing the city in a positive and approachable manner.

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### **Key Responsibilities**

- Maintain official records, ordinances, resolutions, contracts, and historical documents
- Prepare agendas, record minutes, and publish meeting notices for the Common Council and committees
- Administer and oversee all municipal elections in compliance with state and federal law
- Process and issue licenses, permits, and other municipal documents
- Assist with payroll, accounts payable/receivable, and other financial records
- Provide excellent customer service to residents, businesses, and community stakeholders
- Ensure compliance with Wisconsin's open meetings and public records laws
- Support the Mayor, Common Council, and City staff in day-to-day operations

- All other duties as directed by Common Council
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### **Hours and Schedule**

- **Monday through Friday, 8:00 AM – 4:30 PM**
  - Flexible scheduling may be available with Council approval
  - Evening attendance at Common Council meetings is required. May be requested to attend committee meetings occasionally.
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### **Qualifications**

- Strong written and verbal communication skills
  - Proficiency in office software, Microsoft Word and Excel, recordkeeping, and clerical operations
  - Knowledge of municipal government functions, Wisconsin statutes, and election law preferred
  - Ability to maintain confidentiality and exercise discretion
  - Exceptional organizational skills and attention to detail
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### **Compensation**

The City of Osseo offers **competitive pay, vacation time, and benefits.**

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### **How to Apply**

Interested candidates should submit a cover letter, resume, and application to:

City of Osseo  
Attention: Mayor Pettis  
P O Box 308  
Osseo, WI 54758