

**Temporary
Deputy Clerk Position
with Advancement to Clerk**

Position Summary

The Deputy Town Clerk serves under oath and appointment from the Clerk. Upon the vacancy of the Clerk position on or about December 31, 2026, the Deputy Clerk shall advance to the regular Clerk position.

Working hours are flexible with required attendance at monthly board meetings (the second Monday of each month is mandatory, along with a scheduled time for public intervention for approximately 3 hours per week. (Presently this time is scheduled for Tuesdays from 3:00-6:00pm. to coincide with the hours of the Building Inspector. Additional hours may be spent at other times. The position is a “salaried” position paid monthly.)

The Deputy Clerk performs routine clerical type work, customer service, administrative functions, and data processing work within the office of the Clerk. Included is assistance with Election Administration, meeting preparation and will work with the direction and supervision of the Town Clerk.

Key Responsibilities

- * Assist in Election Administration according to State Statutes and requirements prescribed by the Wisconsin Elections Commission. Publishes required notices, assists voters in registering to vote, absentee balloting by mail and in-person, conducts public tests of tabulation equipment, coordinates poll site supplies, print poll list (if needed), absentee ballot logs, and various reports from statewide voting system. Responsible for recruitment and training of Election Officials.
- * Process mail, including reports, responding to vendor inquiries, coordination of incoming checks and other monies by writing a receipt for any and all finances to be deposited in the Town accounts.
- * Provide and process applications for new and renewal Town issued licensing, including Liquor and Alcohol Beverage related licenses.
- * Prepare and publish agendas, required notices, and reports as needed.
- * Supervise assigned staff and coordinate training as needed.
- * Maintain and update the Town Website (adding information or deleting expired items.)

Qualifications

High School diploma or general education degree (GED). Municipal experience is preferred.

Ability to obtain certification as a Certified Municipal Clerk by the Wisconsin Municipal Clerks Association (WMCA) within a three-year period from date of appointment. Must be willing to attend the WMCA Institute in Green Bay if not already done so and obtain said certification. (This session is generally held for 1 week in August, each year. (It may be held virtually at times.) If not presently, to become a “Notary “ upon beginning the position.

- Certification by the Wisconsin Elections Commission (WEC) to use WisVote within 3 months to assist with administration of 2027 Elections. Ability to continue annual education through WEC to sustain recertification.
- The applicant should have strong organizational , analytical, attention to detail, and communication skills
- Ability to manage confidential information with professionalism and discretion.
- Knowledge and experience of government procedures and practices.
- Ability to function accurately on a computer using necessary programs
- Experience or relevant administration or office experience is beneficial.

Compensation

The salary commensurate with experience and is paid once per month at the scheduled monthly board meeting. The salary has no benefits included. Compensation is given for professional development opportunities. \$45.00 is allotted for attendance at the monthly board meeting, and attendance at meetings held in other locations. Zoom Meetings and Webinars are compensated with a \$10.00 per diem for attendance.

Application Process

Interested candidates should submit a cover letter which includes reference to experience, etc. prior to June 8, 2026, with the ability to begin employment August 1, 2026.

Direct questions to: clerk@townofwatertownwi.gov or 920-261-5690