



N9330 Stewart School Road • PO Box 872
East Troy, WI 53120 • Walworth County
Phone 262-642-5386
www.townofeasttroywi.gov

The Town of East Troy is accepting applications for a Clerk. Ideal candidates will demonstrate leadership, organizational, and communication skills, along with a proven ability to manage complex financial and administrative responsibilities. The candidate will demonstrate integrity, attention to detail, and a collaborative approach to working with elected officials, staff and residents. A genuine interest in serving the community through responsive customer service, and accurate recordkeeping. Ideally the candidate will have some municipal experience as a clerk, deputy clerk or other demonstrated, relevant experience. An Associate or bachelor's degree preferred, but applicable work history will also be considered.

The Town of East Troy has grown to over 4,000 residents and is nestled between the Village of East Troy and Village of Mukwonago in the northeast corner of Walworth County. The town is primarily agricultural and residential but also has four lakes within its borders; Lake Beulah, Potters Lake, Army Lake and Swan Lake as well as five of several camps located in the broader geographic area. Job duties include meeting and elections management, functions of a Town Clerk per WI Statute 60.33 and day-to-day interaction with town residents. You'll enjoy working in our town hall, conveniently located just off County Highway ES adjacent to I-43.

Work Schedule:

- Monday through Friday, 8:00 am to 4:00 p.m. There are evening municipal meetings each month that vary in number but not less than 1/month.

Date Posted: Wednesday, January 21, 2025

Deadline: Open until filled

More Information:

- If you would like a more detailed job description, please reach out and one will be provided.
- Interested applicants should submit a cover letter with salary requirements, resume and references to tetdepclerk@townofeasttroywi.gov.

