

Employment Opportunity: Town Clerk, Town of Stubbs

The Town of Stubbs is seeking qualified applicants for the position of Town Clerk. This is a part-time, appointed position responsible for overseeing the town's administrative and election functions.

Key Responsibilities:

- Serving as the primary records custodian for all official town records.
- Managing all municipal elections, including absentee voting and voter registration.
- Recording minutes for Town Board meetings.
- Handling permits, licensing duties, notices, resolutions, ordinances.
- Communicating with the general public, town officials and staff.
- Maintain a complete book of Town's finances.
 - Refer to WI Statute 60.33 for complete listing of position duties

Required Qualifications:

- Strong administrative and computer skills, including proficiency with Microsoft Office Suite (Word, Excel).
- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- The ability to exercise independent judgment and maintain confidentiality.

Preferred Qualifications:

- Prior experience in municipal government.
- Wisconsin Certified Municipal Clerk (WCMC) designation or willingness to obtain certification within three years.
- Experience with the MARGE accounting system.

Compensation:

Salary is commensurate with qualifications and experience.

How to Apply:

Interested and qualified applicants can find the full job description on the town website at www.townofstubbs.com

A complete application package, including a cover letter and resume, must be submitted to: townofstubbs@gmail.com subject line Personnel Committee.

or

Personnel Committee

Town of Stubbs

N3305 S Hutchinson Road, Bruce, WI 54819

The Town of Stubbs is an Equal Opportunity Employer.