

VILLAGE OF OXFORD

JOIN OUR TEAM AS A DEPUTY CLERK/TREASURER VILLAGE OF OXFORD, OXFORD WISCONSIN

\$16.24-\$17.78 PER/HR DEPENDENT ON QUALIFICATIONS,
PART TIME 12/HRS PER WEEK

EXPERIENCE PREFERRED BUT WILLING TO TRAIN THE RIGHT CANDIDATE

THE VILLAGE OF OXFORD IS LOOKING FOR A DETAIL ORIENTED, PEOPLE FRIENDLY, PROFESSIONAL TO JOIN OUR TEAM IN THE CLERKS OFFICE AS A DEPUTY VILLAGE CLERK/TREASURER. THIS POSITION WILL ASSIST THE CLERK/TREASURER IN ALL ASPECTS OF THE POSITION AS WELL AS FILL IN DURING ABSENCES.

COMPLETE JOB DESCRIPTION CAN BE OBTAINED ON THE VILLAGE WEBSITE

THIS POSITION ALSO REQUIRES THE ABILITY TO BE BONDED AND PERFORM NOTARY FUNCTIONS. IF YOU ENJOY VARIETY, THRIVE ON ACCURACY, AND LIKE HELPING THE PUBLIC, THIS ROLE COULD BE A PERFECT FIT FOR THE RIGHT CANDIDATE. BE A PART OF A SMALL, FRIENDLY, SUPPORTIVE OFFICE ENVIRONMENT WHERE EVERYDAY IS UNIQUE AND ASSIST IN HELPING KEEP THE VILLAGE OF OXFORD RUNNING SMOOTHLY.

HOW TO APPLY:

SEND YOUR COMPLETED RESUME & COVER LETTER TO:

Village Clerk at voxford@mags.net

DEADLINE: OPEN UNTIL POSITION IS FILLED