TOWN OF FARMINGTON
TOWN CLERK

The Town of Farmington is seeking a self-motivated person with strong customer service skills and the ability to multitask to fill the position of its part-time Town Clerk as of January 1, 2027. Responsibilities for the position include, but are not limited to, election administration, agendas and minutes, licensing and permits, records management, responding to public records requests, and maintaining the Town's website. Successful candidates with computer-related experience in office operations, previous administration and public service experience is beneficial, however, not required. The Town clerk position is a part time salary position with flexible hours ranging from 10-25 hrs./week. Training and job shadowing is available. Salary range $25,000-$30,000 year. Full job description is available on the Town of Farmington website Town.farmington.wi.us

Contact the Town Chairman to submit an application or any questions at Chairman@farmingtonwashcowi.gov or 262-689-1926.

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