

Deputy Clerk/Deputy Treasurer

Village of Eagle – Eagle, Wisconsin

Position Summary

The Village of Eagle Board is accepting applications for the position of Deputy Clerk/Deputy Treasurer. This position serves as the administrator of the Village of Eagle's water utility and as support staff to the Clerk/Treasurer. The Deputy Clerk/Deputy Treasurer works under the general direction the Clerk/Treasurer and in accordance with Wisconsin Statutes and local ordinances and policies.

Essential Duties and Responsibilities

- All administrative duties with the Water Utility. Duties include entering water meter readings, billings to customers, collection of payments and submitting required reports to the state of WI
- Assist the Clerk/Treasurer. Candidate would assist during normal office operations, as well as help cover office hours when needed
- Maintain effective working relationships with municipal officials, county and system partners, community organizations, and the general public.
- Assist residents when coming into the office or calling the office
- Assist with elections
- Able to attend occasional meetings
- Able to perform general office cleaning tasks

Minimum Qualifications

- Proficient in basic computer skills, such as Microsoft office programs
- Strong communication, organizational, and public-service skills.
- Ability to pass background check.

Compensation and Schedule

This is a part-time position. Typical work week would be 10 hrs/week (actual schedule to be set by candidate and Clerk). Candidate needs to be have flexibility for additional hours as required during times of water bill collections, elections and tax time. Salary

range is anticipated to be between \$18.00 and \$21.00/hr; depending on qualifications and experience.

Application Instructions

Applicants must submit the following:

- Cover letter
- Résumé

Email application details to Rich Spurrell at: spurrell@eagle-wi.gov

All interested applicants should submit a resume and cover letter by November 6, 2026