

Municipal Clerk/Deputy Treasurer

City of Greenwood, Wisconsin

Job Posting: Deputy Clerk / Treasurer

Status: Full-Time

Salary Range: \$22.00+ (Dependent on Qualifications)

Application Deadline: This position will be open until filled; applications reviewed on weekly basis. Application deadline of March 13, 2026.

Position Summary: The City of Greenwood is seeking applicants for the position of Deputy Clerk/ Treasurer. Greenwood, Wisconsin, is a small city in Clark County with 1,079 residents. Nestled on the Black River it blends progress with a relaxed, small-town lifestyle, offering a warm welcome to both visitors and locals. The Deputy Clerk / Treasurer is an appointed, non-represented, exempt position responsible for the statutory duties of City Clerk as defined in Sec. 61.25 of the Wisconsin Statutes. The Deputy Clerk/Treasurer reports directly to the City Clerk/ Treasurer.

The Deputy Clerk/ Treasurer under the direct supervision of the City Clerk/ Treasurer assists in all elections, organizing and maintaining City records, and ensures compliance with Wisconsin election law, open meetings law, public records law, and local ordinances. This role requires demonstrated payroll experience, the ability to interpret and apply state statutes and municipal code, and assisting with licenses and permits, and with administrative and financial operations. This position requires high ethical standards, meticulous attention to detail, extensive computer skills, and comprehensive knowledge of Wisconsin election and open meetings laws.

Please see City website for full job description:

Benefits: The City offers a comprehensive benefits package that includes health insurance (with HSA and HRA benefits), WI deferred compensation program (457b), life insurance, income continuation insurance, dental insurance, vision insurance, participation in the Wisconsin Retirement System (pension plan with employer contributions - annuity that pays for life), paid holidays, and generous paid time off (PTO).

Education and Experience: Candidates should have a high school diploma plus two years of advanced education in clerical, accounting, or computer-related studies, or three years of clerical experience, preferably involving cash handling and records management. Municipal government experience is preferred. Proficiency in Microsoft Office is required, and familiarity with municipal software such as Workhorse is a plus. Knowledge of City Code, State statutes, and election procedures is desirable. The position requires the ability to work independently, manage multiple tasks, and provide excellent public service.

Application Process: To apply, please send a cover letter, resume, and at least five work-related references to City Clerk/ Treasurer at kschar@cityofgreenwood.wi.gov. The position is open until filled, however, application materials must be received by March 13, 2026, for first consideration.

The City of Greenwood is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.