



VILLAGE OF REEDSVILLE

217 Menasha Street
Reedsville, WI 54230-8597
Phone: 920-754-4371
Fax: 920-754-4757
Email: clerk-treasurer@reedsvillewi.gov
www.reedsvillewi.gov

Employment Opportunity

Deputy Clerk-Treasurer

The Village of Reedsville is seeking a full-time Deputy Clerk-Treasurer.

The ideal candidate will be dependable, organized, detail-oriented, self-motivated, and able to work independently. Strong communication and computer skills, including Microsoft Office are required. Previous municipal government experience is preferred.

Under the direction and supervision of the Clerk-Treasurer, the Deputy Clerk-Treasurer performs a variety of administrative, accounting, financial, clerical, customer service, records management, utility billing, payroll, accounts payable and receivable, licensing, election, and duties in accordance with Wisconsin Statutes, Village ordinances, policies, procedures, and other municipal and administrative duties as assigned.

Hours: 32-40 hours per week with flexible scheduling

Wage: \$20.00-\$22.00 per hour

How to Apply:

Please submit resume, cover letter, and references to:

Village of Reedsville
Attn: Stephanie Stiefvater, Clerk/Treasurer
217 Menasha Street
Reedsville, WI 54230

Application documents may also be emailed to clerk-treasurer@reedsvillewi.gov.

For any questions, please call 920-754-4371.

Application Deadline: September 30, 2026 at 12:00 p.m. (noon)