

Deputy Clerk / Treasurer



Department: Village Hall (Fremont, WI)
Employment: Part-Time

Reports To: Clerk / Treasurer

To apply, please email your resume to PresidentScott@VillageofFremontWI.gov by September 27th, 2026

General Responsibilities

- Provide general administrative support to the Clerk / Treasurer and Village Hall operations.
- Perform general filing, recordkeeping, scanning, copying, and office organization.
- Assist with accounts payable and accounts receivable, including invoice, payment, and receipt documentation.
- Respond to routine phone calls, emails, and inquiries from residents and agencies, referring matters to the Clerk / Treasurer as appropriate.
- Assist with preparing, organizing, and maintaining Village forms, records, and municipal documents.
- Perform other related duties as assigned by the Clerk / Treasurer.

Election Responsibilities

- Assist the Clerk / Treasurer with election preparation, election-day duties, records, supplies, notices, voter materials, and other assigned election tasks.
- Complete election-related training as required for assigned duties.

Minimum Qualifications

- High school diploma or equivalent.
- General office, bookkeeping, accounting, or administrative experience preferred.
- Strong organizational skills, attention to detail, and ability to maintain accurate records and meet deadlines.
- Professional written and verbal communication skills when working with residents, Village officials, and coworkers.
- Ability and willingness to learn municipal procedures, government forms, election requirements, and applicable Wisconsin municipal laws.
- Municipal government or election experience preferred, but not required.

Skills & Abilities

- Comfortable using computers and common office software, including Microsoft Office; bookkeeping software experience is beneficial.
- Ability to appropriately handle confidential or sensitive information and manage changing priorities with limited supervision.

Schedule

- Part-time,. Hours may vary by week depending on workload, seasonal demands, elections, and the Clerk / Treasurer's schedule or time off.
- Additional or different hours may be required during elections or other busy periods.

Compensation

- Starting wage: \$18.00–\$23.00 per hour, depending on qualifications and experience

Equal Opportunity Employer Statement

- The Village of Fremont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities.