

Employment Opportunity: Utility Clerk 1 Village of Hortonville, WI

The Village of Hortonville is looking to fill a vacancy with our Administration team. We are looking for a highly motivated, and technically skilled individual, that enjoys working in a small team setting.

Job Description

The purpose of the Utility Clerk I - The Public Works Clerk I position requires an individual who can exercise good judgment and who possesses the skills, personal disposition, and psychological qualities generally required of people who work well with the public. Work involves keeping accurate records of water/sewer billings, customer service, purchasing, and clerical work. This employee is under the direct supervision of the Clerk-Treasurer.

Salary & Benefits

The Utility Clerk 1 has a starting hourly range of \$20.07 - \$22.16, depending on experience but usually hired in the midrange. The Village also offers a competitive benefit package which includes:

- Healthcare premium 88% paid by Village
- HRA covers 90% of the Deductible
- Dental plan which the Village covers half the premium
- Life insurance which pays out at 3x salary
- Paid holidays
- Vacation
- Sick leave earned at eight hours per month
- Wisconsin Retirement System
- Longevity pay

How to Apply

Interested candidates should forward their **resume and Village of Hortonville application** for employment to Nathan Treadwell, Village Administrator, Village of Hortonville, PO Box 99, Hortonville, WI 54944 or emailed to Village.Administrator@hortonville.wi.gov Questions may be directed to Nathan Treadwell at 920-779-6011.

[General Application](#) and [Job description](#) can be found here and at the Village Municipal Service Center. This **position is open until filled first review of candidates will be January 20th** .

Application materials will be reviewed, and the most qualified candidates will be invited for an interview. The Village of Hortonville is an Equal Opportunity Employer.