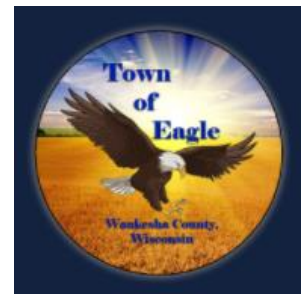


TOWN OF EAGLE CLERK/TREASURER Waukesha County, WI



Position Objectives:

The Town of Eagle, population 3695, is located 37 miles west of Milwaukee and 55 miles east of Madison is accepting applications for the position of full-time Town Clerk/Treasurer. The Town is seeking a positive, proactive, energetic and community focused person to fill this position. Best candidates will be well-organized, capable of working with limited supervision, and have the ability to work well with the public.

Duties and Responsibilities:

Qualified applicant shall be responsible to perform the statutory duties of the Municipal Clerk/Treasurer. See Job Description for more details.

Desirable Training and Experience:

High School Diploma or GED. Prior municipal or office experience strongly preferred, but not required. Clerical and accounting skills necessary. Skills using Microsoft Office and QuickBooks are preferred.

Benefits:

This is a full-time position with a comprehensive benefit package including WRS Retirement, health insurance, vacation, and holiday pay. Professional training opportunities will be provided by the Town of Eagle.

Necessary Special Requirements:

WCMA and MTAW Certification desirable. Valid Wisconsin Driver's License is required. Ability to pass a background check. Must be able to be bonded and be a notary.

Job Type:

Salary exempt full-time

Starting Salary:

\$48,000 - \$56,000

Salary will be commensurate based on candidate's qualifications, experience, and ability.

Schedule:

Town office hours with additional evening hours required due to meetings and/or workload.

Job Description:

Please contact Town of Eagle directly for detailed job description.

Please send cover letter and resume or request for more information to the Town of Eagle.

Town Address: Town of Eagle, 820 E Main St, Eagle, P.O. Box 327, WI 53119

Town Phone: 262-594-5800

E-Mail: schneiderm@townofeaglewi.us

The Town of Eagle is an Equal Opportunity Employer.
Thank you.