

**TOWN OF EAGLE  
DEPUTY 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 part-time Town Deputy 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. This position assists the Town Clerk/Treasurer in the organization, direction, and coordination of all activities of the Clerk/Treasurer's Office, including administration of elections, voter registration, issuing of municipal licenses, maintenance of all official Town records, and all activities related to the collection of taxes and other Town money. See Job Description for more details.

**Desirable Training and Experience:**

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

**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 become a notary.

**Starting Wage:**

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

**Schedule:**

15-25 hours per week with additional hours required due to meetings and/or workload.

Please send application, cover letter, and resume to the Town of Eagle.

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

E-Mail: [clerk@townofeaglewi.us](mailto:clerk@townofeaglewi.us)

The Town of Eagle is an Equal Opportunity Employer.



## Town Of Eagle

820 E Main Street

PO Box 327

Eagle, WI 53119

(262) 594-5820

## DEPUTY CLERK/TREASURER

### JOB DESCRIPTION:

**NATURE OF WORK:** This job description is intended as an illustration of the various types of work performed by this position. Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

**PURPOSE OF POSITION:** Assists the Town Clerk/Treasurer in the organization, direction, and coordination of all activities of the Town Clerk/Treasurer's Office as contained in Wisconsin Statutes 60.33 and 60.34, including administration of elections, voter registration, issuing of municipal licenses, maintenance of all official City records, and all activities related to the collection of taxes and other Town money.

This is a public facing position. Ideal candidate will enjoy serving the community and will be very comfortable with administrative tasks and cashiering. Shall possess the analytical skills necessary to understand multiple software applications. The Deputy Clerk/Treasurer will answer phones and assist both online and walk-in customers with records, permits and licenses. Must be able to juggle multiple tasks, while paying attention to details and organization.

This position requires attention to detail and ability to exercise independent judgement while performing duties within the rules and regulations set forth by the Wisconsin State Statutes. Must enjoy working as a team, sharing office duties and being flexible in meeting the needs of the office, but also be comfortable working independently.

This position is currently assigned by the Town Board and responsible to the Town Board Chairman. Under the direct supervision of the Town Clerk/Treasurer.

### ESSENTIAL JOB DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive; other duties may be required and assigned.

- Performs a variety of clerical, secretarial and data entry functions, requiring strong organizational and technical skills.
- Responsible for providing excellent customer service to peers, supervisors, and members of the community.
- Assists the Town Clerk in performing the functions of the Town Clerk's Office; act in absence of the Town Clerk as required.
- Assists with maintaining records management including filing and scanning of Town documents. Assist in organizing and maintaining onsite Town records, the safekeeping of official town documents.
- Assists in the conduct of all regular and special municipal elections.
  
- Assists in receiving, inspecting, and processing invoices, payments, and check requests. Assist with compiling financial reports
- Assists in reconciliation of various Town bank accounts

**PHYSICAL DEMANDS OF POSITION:** The demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

1. Standing, walking, sitting, and stooping
2. Kneeling, crouching, balancing, and bending/twisting
3. Reaching, feeling, talking, and hearing
4. Handling, grasping, and fingering, filing, typing, writing, etc.
5. Lifting, carrying, pushing/pulling up to 40 pounds

**WORK ENVIRONMENT:**

1. Inside office environment
2. Noise level is usually moderate
3. Exposure to atmospheric conditions, such as dust
4. Listen to emotional, often angry citizens and general public

**EQUIPMENT USED:**

1. Computer, calculator, copy machine, fax machine, telephone, and automobile
2. Must have a working knowledge of the Internet, Microsoft Word, Excel, Outlook, QuickBooks, Workhorse

**EDUCATION/LICENSES/CERTIFICATION REQUIRMENTS:**

1. High School Diploma or GED, prior municipal experience strongly preferred, but not required.
2. WCMA and MTAW Certification desirable
3. Valid Wisconsin driver's license
4. Ability to participate in various seminars and continuing education programs to enhance knowledge of new laws and regulations as required.

**LANGUAGE SKILLS:**

1. Excellent verbal and written communication.
2. Skill in establishing and maintaining effective working relationships with Town officials and the general public
3. Listening skills and patience in dealing with citizens who may be upset, unhappy and/or confused
4. Ability to effectively communicate answers to citizen's questions regarding taxes, permits, licenses, etc.
5. Ability to compile clear and concise reports and research

**MATHEMATICAL SKILLS:**

1. Add, subtract, multiply and divide all units of Measure

2. Perform the four operations with like common and decimal fractions
3. Compute ratio and percent
4. Draw and interpret bar graphs and charts
5. Perform arithmetic operations involving all American monetary units
6. Collect and disburse cash in an effective manner

**REASONING ABILITY:**

1. Interpret a variety of instructions furnished in written, oral diagrammatic or schedule form
2. Ability to satisfy customer inquiries
3. Possess flexibility to perform a variety of duties as may be assigned



# Town of Eagle

820 E Main St  
P.O. Box 327  
Eagle, WI 53119  
262-594-5800  
townofeaglewi.us

## Application for Employment

NOTE: If you require any special accommodation in filling out this application, please call (262) 594-3302

**PLEASE PRINT CLEARLY OR TYPE**

**Date of Application:** \_\_\_\_\_

**How did you learn of this position?**

**Position Applying For:** \_\_\_\_\_

Advertisement

Friend

Walk-In

Relative

Other \_\_\_\_\_

\* \* \* \* \*

**Name** \_\_\_\_\_  
Last First Middle Initial - Nickname

**Address** \_\_\_\_\_  
Street City State Zip Code

**Telephone** ( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_  
Home Cellular

**Email Address:** \_\_\_\_\_

**Are You 18 Years or Older?**  Yes  No

**Have you been employed by us before?**  Yes  No **If yes, give dates:** \_\_\_\_\_

**Do you have relatives employed by the district?**  Yes  No  
*(Having a relative employed by the district will not bar you from being selected)* **Relation:** \_\_\_\_\_

**Have you been convicted of a misdemeanor or felony in the last 7 years?**  
 Yes  No  
*(A conviction will not necessarily disqualify an applicant)*

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

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1. \_\_\_\_\_ ( ) - \_\_\_\_\_  
Name Phone Number

\_\_\_\_\_  
Address

2. \_\_\_\_\_ ( ) - \_\_\_\_\_  
Name Phone Number

\_\_\_\_\_  
Address

3. \_\_\_\_\_ ( ) - \_\_\_\_\_  
Name Phone Number

\_\_\_\_\_  
Address

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IN CONSIDERATION OF THE TOWN OF EAGLE PERMITTING ME TO APPLY FOR THIS POSITION, AND FURTHER PROCESSING MY APPLICATION, I HEREBY AUTHORIZE THE TOWN TO PERFORM A BACKGROUND INVESTIGATION ON ME. I HEREBY RELEASE, HOLD HARMLESS AND INDEMNIFY, FROM ANY AND ALL LIABILITY FOR DAMAGES, ALL PERSONS WHO MAY PROVIDE SUCH INFORMATION TO THE DEPARTMENT. I FURTHER WAIVE ANY RIGHTS THAT I MAY HAVE TO DISCOVER OR DEMAND THE RESULTS OF SAID BACKGROUND INVESTIGATION AND ANY MATERIALS OBTAINED DURING OR RELATED TO APPLY TO MY HEIRS, ASSIGNS AND ANY OTHER PERSONS CLAIMING THROUGH ME.

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION HEREIN IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSIFICATION OF THIS APPLICATION WILL BE GROUNDS FOR ELIMINATION FROM FURTHER CONSIDERATION OR, IF EMPLOYED, FOR DISMISSAL AT ANY TIME.

FURTHER, I UNDERSTAND THAT AT TIME OF HIRE I WILL BE REQUIRED TO PROVIDE DOCUMENTATION SHOWING AUTHORIZATION TO WORK IN THE UNITED STATES. I AM ALSO AWARE THAT IF HIRED BY THE TOWN, I AM EMPLOYED AT WILL. THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME AS EITHER I OR THE TOWN BOARD MAY DEEM APPROPRIATE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**The Town of Eagle is an Equal Opportunity Employer and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, or physical disability unless based upon a bona fide occupational qualification. If you believe that you have been discriminated against, you should notify the Town Immediately.**

## EMPLOYMENT EXPERIENCE

**Resumes may be attached as a substitute for completing this section.** Start with your present or last job. Please include periods of self-employment and U.S. military service.

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: (    )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: (    )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: (    )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

**EMPLOYMENT EXPERIENCE CONTINUED**

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked per week:	
Number of employees supervised by you:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:		
Primary Duties:		

**Describe any specialized training, apprenticeship, skills, and extracurricular activities:**

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**EDUCATION**

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	Name and City, State of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

**ADDITIONAL INFORMATION**

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Describe any job-related training: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List professional, trade, business or activities and offices held: *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Summarize special job-related skills and qualifications acquired from employment or experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you possess a valid Driver's License?  Yes  No

Indicate any foreign languages you can speak, read and/or write:

	FLUENT	GOOD	FAIR
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

**DRIVING RECORD**  
(TO BE COMPLETED WITH APPLICATION)

**Name:** \_\_\_\_\_  
(PLEASE PRINT) (Last, First, Middle Initial)

*List any notices of infraction or traffic citations that you have received in the past 5 years*

State	Month / Year	Type of Infraction

*If more space is needed, please attach additional sheets of paper.*

Infractions or citations will not necessarily remove you from consideration, but the Town of Eagle will consider your driving record and insurability when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Town Driving Standards:***

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 21 years old and will be required to present a valid Wisconsin driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified under the following circumstances:

**Violations:** More than two moving violations within the preceding three years; or reckless driving violations within the preceding five years; or driving while intoxicated.

**Accidents:** More than one motor vehicle accident within the preceding three years for which the applicants received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

## AFFIRMATIVE ACTION DATA

It is the policy of the Town of Eagle to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, sexual orientation, or the presence of any sensory, mental or physical disability. To help us comply with government record keeping, reporting and other legal requirements, please complete the affirmative action data below. Providing this information is voluntary and will be kept in a confidential file separate from the application form and will not be used to evaluate your qualifications for employment.

**Position Applied for:** \_\_\_\_\_

### ETHNIC CATEGORY *(Choose Only One)*

- White (not of Hispanic origin) –those having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin) –those having origins in any of the Black racial groups of Africa.
- Hispanic – those of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin regardless of race.
- Asian or Pacific Islanders –those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.
- American Indian or Alaskan Native –those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Male     Female    Date of Birth: \_\_\_\_\_

Are you a U.S. Citizen?     Yes     No    If no, please indicate citizenry \_\_\_\_\_

Are you a veteran of the U.S. military service?     Yes     No

Are there any limitations that will restrict your ability to perform the essential functions of this position?

Yes     No    If yes, please explain \_\_\_\_\_

What reasonable accommodations, if any, would be necessary for you to perform the essential functions of this position? \_\_\_\_\_

**DO NOT REMOVE**