

Howards Grove Village Hall

JOB OPENING

Deputy Clerk-Treasurer

Looking for a full-time Deputy Clerk-Treasurer to assist in the operation of the Clerk-Treasurer's office. Customer service experience and proficiency in Microsoft Office a must. Responsibilities include sewer billing, maintaining public records, public relation communications (newsletters, website), assisting customers, and other projects as directed. Preference given to candidates with municipal experience. Hourly w/retirement benefits. Submit resume and letter of interest to 913 S. Wisconsin Drive, Howards Grove WI 53083 or via www.howardsgrove.org by November 22, 2018.