

**Deputy Clerk  
Village of Germantown**

The Village of Germantown, Wisconsin (pop. 20,000) is seeking qualified individuals for a full-time Deputy Clerk. Primary responsibilities include: election administration; attendance at various evening meetings; minute taking and transcription; licenses and permits; proficient computer and software knowledge including Microsoft Office; clerical functions in accordance with State Statutes and Municipal Ordinances. Candidate must possess a high level of integrity, problem solving skills, verbal and written communication skills and an excellent commitment to public service. Individual will be fully trained in the duties of the Clerk.

Qualifications: High School graduation or GED equivalent. At least five years experience in an office environment. Experience in a Municipal Clerk's Office preferred.

Starting wage range of \$19.91 to \$22.04 per hour DOQ, with excellent benefits. Position description and related forms are available on the Village's website

[www.village.germantown.wi.us](http://www.village.germantown.wi.us)

Send resume, application, references and signed Authorization for Release of Information to: Lawrence W Ratayczak, P.E., Interim Administrator, N112 W17001 Mequon Road, PO Box 337, Germantown WI 53022, PH: 262-250-4721

or e-mail to: [lratayczak@village.germantown.wi.us](mailto:lratayczak@village.germantown.wi.us) by 4:00 p.m. on September 29, 2017.

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