

Deputy Clerk / Deputy Treasurer Village of Holmen

The Village of Holmen, Wisconsin (approx. pop. 10,000), is seeking candidates for the position of Deputy Clerk / Deputy Treasurer, following the expected retirement of the current Deputy in April 2018. Holmen is a thriving, progressive and vibrant community located in La Crosse County and is the fastest growing community in Western Wisconsin. The Village seeks a candidate who will complement its already strong and outstanding team of professionals.

The Deputy Clerk / Deputy Treasurer reports directly to and works under the supervision of the Village Clerk / Treasurer, and is responsible for helping to oversee the Village's state mandated duties of Village Clerk, including elections and licensing; for providing basic oversight of utility accounts; for assisting with any designated duties of Village Treasurer, including basic accounting work of the office; for assisting with basic zoning and building permits applications; and for acting as administrative assistant, performing general secretarial and receptionist assistance as required. The candidate shall be committed to the community, be fair, honest, ethical and transparent, and embody the Village of Holmen Operational Mission Statement, Team Member Core Values, and Village Operational Vision and Expectations.

Qualifications: Position requires a degree in a relevant field or relevant experience with the ability to become a certified Wisconsin Clerk through the completion of courses associated with this certificate. Prefer a minimum of 3-5 years of municipal experience as a clerk / treasurer or deputy clerk / deputy treasurer position. Working knowledge of computers, Microsoft Word and Excel and basic office equipment. Working knowledge of Wisconsin municipal operations including elections, licensing, and public record recording.

Hiring salary range: \$19.53/hr. to \$24.76/hr. DOQ, plus an excellent benefit package. Confidentiality cannot be guaranteed for finalists. Please submit a Village of Holmen application, professional resume, cover letter, and any documentation providing support of all certifications by February 23, 2018, to Scott Heinig, Village Administrator, at heinig@holmenwi.com or at Village of Holmen, P.O. Box 158, Holmen, WI 54636. Website: www.holmenwi.com for application materials and position description.