

POSITION ANNOUNCEMENT

Town of Lawrence , WI
Clerk/Treasurer

The Town of Lawrence, Brown County, WI (Pop. 5,158) a growing urban/rural community located in the Green Bay metropolitan region is seeking applications for an appointed Clerk/Treasurer.

Towns in Wisconsin are governed according to Chapter 60 of the Wisconsin Statutes. This appointed position will be responsible for having knowledge of and performing the statutory duties identified for Town Clerks in Wis Stats 60.33 and Town Treasurers as outlined in Wis Stats 60.34, as well as performing other licensing, record-keeping and general finance related duties, as may be assigned.

The ideal candidate will have a minimum of 3 years of municipal government experience. Certification as a Municipal Clerk or Municipal Treasurer is preferred, but not required. Excellent communication skill and ability to positively interact with Town Board, Town residents and staff is a must. Honesty, integrity, diligence, efficiency and a willingness to make a positive impact wherever possible are necessary characteristics of a successful applicant.

Salary is dependent on qualifications.

Employment applications may be obtained from the Lawrence Town Hall, or online at www.TownofLawrence.org.

Send completed application, resume and references to:

Town of Lawrence Clerk-Treasurer Search
Attention: Patrick Wetzel, Town Administrator
2400 Shady Court
De Pere, WI 54115.

Or via email to PatrickW@TownofLawrence.org

Deadline for applications is Monday January 15th, 2018 at 4:00pm.