

Town of Middleton

Employment Opportunity

Clerk/Deputy Administrator – Town of Middleton

The Town of Middleton (pop. 6,424), located in Dane County, WI, is seeking to fill the position of Town Clerk/Deputy Administrator. The Town is seeking candidates that are enthusiastic about working in local government. The ideal candidate will have certification as a Wisconsin Certified Municipal Clerk or the willingness and ability to acquire such certification within five (5) years, and a minimum of five years of relevant municipal and/or, legal professional experience. A law or paralegal degree is a plus.

A successful candidate must be willing and able to perform the statutory duties of Town Clerk per Wisconsin Statutes §60.33, including but not limited to: serving as clerk of the town board, attend meetings of the board (first and third Monday nights of the month) and keeping a full record of its proceedings, performing the duties required by Wisconsin Statutes, Chapters 5 to 12, relating to Town elections, serving as legal custodian of Town records, issuing licenses and permits. Willingness and ability to attend and take minutes at other monthly Town meetings, some of which are held in the evening, will also be required. As a Deputy Administrator, the individual will assist the Town Administrator on administrative matters as assigned.

The individual should be analytical, organized and detail oriented with good customer service and communication skills (both oral and written). Computer literate and familiarity with Microsoft Office is a requirement.

The position offers an excellent benefits package including participation in WRS; health, dental, vision and life insurance, and vacation time. This is an exempt position with an annual salary range of \$50,000 to \$80,000, dependent on qualifications. The Town of Middleton is an Equal Opportunity Employer.

The [Job Description](#) may be found on the Town's Website.

Please mail, drop off or email your cover letter, and resume to:

David Shaw, Administrator/Clerk-Treasurer
Town of Middleton
7555 W. Old Sauk Road
Verona, WI 53593
info@town.middleton.wi.us
(w) 608.833.5887

To ensure consideration, all materials should be received by 4:30 pm on Monday, February 19, 2018. Submittals made after the deadline may be considered until the position is filled.