

The Town of Saukville, Ozaukee County, seeks a Town Clerk

The Town of Saukville, population 1,969, is seeking a self-motivated person with strong customer service and the ability to multi-task, to fill the position of its municipal clerk. Responsibilities for the position include, but are not limited to: election administration, agendas and minutes, licensing and permits, records management, responding to public records requests, and maintaining the Town's website. Successful candidates will have a minimum of two (2) years of related experience in office operations, administration and public service. Previous municipal clerk experience desired.

Hours and salary to be determined.

Please submit a cover letter, resume and three references by November 10, 2017 to:

Town Chairman
sauvillechairman@gmail.com

OR

Town Chairman
Town of Saukville
3762 Lakeland Road
Saukville, WI 53080