

## Town of Springfield seeks Full-time Deputy Clerk-Treasurer

The Town of Springfield (population 2,869) is accepting applications for a full-time Deputy Clerk-Treasurer. The Deputy Clerk-Treasurer acts as the primary public contact at Town Hall and performs routine clerical, customer service, administrative and data processing work in accounts payable/receivable, licensing, election administration, meeting preparation and follow up, and tax collection. The ideal candidate will have the ability to work both individually and cooperatively in a professional, small office environment. Excellent communication and organizational skills and numbers proficiency are essential. Some evening hours will be required periodically. Graduation from an accredited high school and experience working in an office setting is required. Preferred candidates will have obtained a degree in public administration, accounting or related field. Prior municipal experience is preferred. Starting wage range of \$17-20 per hour DOQ, with excellent benefits. A complete job description, qualifications and application requirements are available at [www.town.springfield.wi.us](http://www.town.springfield.wi.us).

Please submit cover letter, resume and application to Clerk-Treasurer Dianah Fayas via email at [dianah@town.springfield.wi.us](mailto:dianah@town.springfield.wi.us) or via mail at 6157 CTH P, Dane, WI 53529