



CITY OF STOUGHTON CITY CLERK

City Clerk – The City of Stoughton, WI, an equal opportunity employer, seeks a full time individual with a strong customer service background and the ability to multi-task to fill the position of City Clerk. Responsibilities for the position include but are not limited to: election administration, maintenance of public records, licensing and permits, preparation, recording of and maintenance of City Council agendas and minutes, recording documents with the County Register of Deeds, as well as Coordinating the Open Book and Board of Review process. Must also prepare annual budget for Clerk and Election, prepare ordinances and resolutions and coordinate the codification process; compile accounts payable invoices, code for payment, and process and produce checks for payment; prepare City 1099's to vendors and related reports for Federal and State government; track W-9 information; and serve as staff person to Council and other Committees.

Requires a two or four year college degree in business, public administration, or a related field; educational, vocational, or technical training; three to five years municipal government or related experiences; or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Certified Municipal Clerk and/or Wisconsin Municipal Clerks Association designation preferred. Must have knowledge and ability to perform Statewide Voter Registration System functions. Must be proficient in use of computers, spreadsheets, word documents, Excel, records management, and responding to records requests.

Salary commensurate with qualifications. Excellent benefits package. Apply online at: cityofstoughton.com/jobs or submit cover letter, resume, and application to: City of Stoughton Human Resources & Risk Mgmt. 381 E Main Street, Stoughton, WI 53589. Applications will be accepted until 4pm November 22, 2017.