

Deputy City Clerk City of Verona

The City of Verona (population 12,300) is seeking applications for the position of Deputy City Clerk.

The Deputy City Clerk provides administrative and clerical support to City administration offices and elected officials, and acts as the primary public contact at City Hall. The Deputy Clerk assists the City Clerk in election administration, licensing, creating and distributing agendas, recording minutes, and other related duties. The ideal candidate will have the ability to work both individually and cooperatively in a professional working environment. Excellent communication skills are essential. Some evening hours will be required.

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, business or a related field. Prior municipal experience, additional specialized training in election related duties, and certification through the Wisconsin Municipal Clerks Association are also preferred.

A complete job description, qualifications and application requirements are available on the City website at www.ci.verona.wi.us.