

**EMPLOYMENT OPPORTUNITY
VILLAGE OF NEW AUBURN
IS SEEKING A CLERK-TREASURER**

The Village of New Auburn, Barron & Chippewa Counties, WI (population 562) is seeking an experienced professional for its full-time Village Clerk-Treasurer position. Duties include, but are not limited to, agenda and minutes preparation, election responsibilities, records management, payroll administration, response to public records requests, licensing responsibilities, attendance at Village Board meetings, and all statutorily duties.

Requirements Include:

A minimally qualified applicant will have knowledge or experience with the following:

- Graduation from a college or university with a bachelor's degree in business management, records management, public administration, or closely related field; OR
 - A municipal clerk or treasurer certification along with combination of education and one full year experience as clerk, treasurer, or combination of both within a municipal field.
- One full year of municipal local government experience is required;

Salary and Benefits:

This exempt salaried position is \$50,000/year, DOE, plus an excellent benefits package which includes health, dental, income continuation, and life insurance, paid holidays, paid time off, and the Wisconsin Retirement System.

This full-time position will typically work Monday through Friday from 8:00-4:30 pm plus evenings for board and committee meetings as required.

How to Apply:

Interested candidates should forward their cover letter, resume, and Village of New Auburn application of employment (available under the Government tab at www.newauburn-wi.com) to Attn: Clerk-Treasurer Position, Village of New Auburn, PO Box 100, New Auburn, WI 54757 or dropped off at the Village Hall at 130 E Elm St., New Auburn, WI 54757.

Applications will be accepted through February 29, 2024. Position to be filled immediately.

The Village of New Auburn is an Equal Opportunity Employer.