

NOTICE - TOWN OF KAUKAUNA

CLERK/TREASURER POSITION

The Town of Kaukauna, Outagamie County (Population 1313) is seeking qualified applicants for a part time municipal clerk/treasurer. Candidates must have strong communications and organizational skills. Duties are daily operations of municipal government, accounting skills, maintaining public records, payroll, licensing and permits. Other duties include being responsible for elections, financial reports and tax collections. Computer skills are required with knowledge of Microsoft Word and Excel. The average work week is 20-25 hours per week. Salary will be based on qualifications and experience. Contact the Clerk for the job description at 920-759-1677 or send resume to: Town of Kaukauna, W780 Greiner Road, Kaukauna, WI 54130 or email to: townofkaukaunaclerk@gmail.com. Position will remain open until filled.