

Job Title: Assistant Clerk/ Treasurer

Location: City of Independence

Department: City Clerk Office

Employment Type: Full-Time/ Benefit Package

Pay Range: Dependent on Qualifications and Experience

Closing Date: August 30, 2024, at 11:30am

About Us:

City of Independence is a vibrant and growing community dedicated to providing excellent public service to our residents and community. The Clerk's Office is seeking a motivated and organized individual to join our team as an Assistant Clerk/Treasurer. This role is integral to the efficient operation of the Clerk's Office and ensures that we continue to provide exceptional service to our residents and supporting the financial integrity of our municipality.

Job Summary:

The Assistant Clerk/Treasurer provides administrative support to the City Clerk/ Treasurer and assists in managing the office's daily operations. Responsibilities include maintaining official records, preparing documents, assisting with meetings and events, and responding to public inquiries. Along with assisting in daily financial transactions, maintaining accurate records, preparing reports, and ensuring compliance with local, state, and federal regulations. The ideal candidate will possess strong analytical skills, excellent attention to detail, organizational skills, and a commitment to excellent public service.

Application Process:

Interested candidates can submit a resume, cover letter, three professional references, copy of driver's license and social security number to Tiffany Bautch, City Clerk/Treasurer by August 30, 2024, at 11:30am:

Tiffany Bautch, City Clerk/ Treasurer
PO Box 189
23688 Adams Street
Independence, WI 54747
Email: cityclerk@independence.wi.gov

Further details of the position are available at the City Clerk's Office or by visiting the City Website at www.independencewi.org.

Equal Opportunity Employer:

City of Independence is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.