NOTICE OF JOB OPENING

TOWN CLERK

TOWN OF EAU PLEINE - MARATHON COUNTY

Position: Town Clerk
Annual Salary: $18,700
Supervisor: Town Chair

Town residency is not required. This is an appointed position.

The Town of Eau Pleine seeks an organized, detail-oriented individual to administer town business and support the Town Board and residents.

Responsibilities: Prepare meeting agendas, notices and minutes; administer elections; maintain official town records; process licenses and permits; manage accounts payable; and assist with town finances, tax reporting and required governmental reports.

Qualifications: Strong communication, organizational and computer skills; working knowledge of word processing, spreadsheets and financial software; and the ability to work independently, maintain confidentiality and interact professionally with the public. High school diploma or equivalent required. Municipal or accounting experience preferred. Must be willing to complete necessary training and attend evening meetings.

To Apply: Email a letter of interest and résumé to **eaupleine2017@hotmail.com**.