

PUBLIC NOTICE – EMPLOYMENT OPPORTUNITY
Town Clerk Position – Town of Texas, Marathon County

The Town of Texas, Marathon County, is seeking an appointed qualified, detail-oriented, and highly organized individual to serve as Town Clerk. This is a vital public service role responsible for maintaining official records, supporting elections, and assisting in the daily administrative operations of the Town.

Position Summary:

The Town Clerk serves as the official record keeper for the municipality and plays a key role in ensuring compliance with Wisconsin State Statutes and local ordinances. This position requires a high level of accuracy, confidentiality, and professionalism while collaborating with elected officials, staff, and the public.

Key Responsibilities:

- Maintain and preserve official Town records, including ordinances, resolutions, meeting minutes, and contracts.
- Prepare agendas, attend meetings, and accurately record and publish meeting minutes.
- Administer elections in accordance with state and federal laws, including voter registration and poll worker coordination.
- Issue licenses and permits as required (e.g., liquor licenses, dog licenses, operator’s licenses)
- Manage public records requests and ensure compliance with open records and open meetings laws.
- Coordinate postings, publications, and required legal notices.
- Assist with budget preparation and financial recordkeeping as needed.
- Serve as a point of contact for residents, providing information and assistance in a courteous and professional manner.

Qualifications:

- High school diploma or equivalent required; additional education in public administration, business, or a related field preferred
- Previous municipal, clerical, or administrative experience strongly preferred.
- Knowledge of Wisconsin municipal laws and election procedures is desirable (training will be provided)
- Strong organizational, communication, and computer skills (Microsoft Office proficiency required)
- Ability to manage multiple tasks, meet deadlines, and maintain confidentiality.
- Must be bondable.

Compensation:

Salary is \$25,000 annually, \$1,000 car use and may be based on qualifications and experience.

Application Process:

Interested candidates should submit a cover letter, resume, and at least three professional references too:

Town Chairman – Delmar Winter
157012 Calico Lane, Wausau WI 54403 – or Email: Luckyff64@aol.com

Phone: 715-470-3243

Application Deadline:

All application materials must be received by Friday, **March 8, 2026, by 5:00 p.m.**

The Town of Texas Clerk Duties in detail are available to view on the Town of Texas Website:
<https://Townoftexas.com>