

## Position Announcement

### **Village Clerk** Full-Time Position **Brown Deer, WI**

The Village of Brown Deer is accepting resumes from qualified candidates for a 40hour/week position of Village Clerk at the Village of Brown Deer, WI. (pop. 12,000).

**Position Responsibilities.** Reporting to the Village Manager, key responsibilities include administering all licensing and elections tasks, preparing public meeting notices, clerking bi-monthly Village Board meetings, and serving as a confidential assistant to the Village Manager and performing a variety of clerical and secretarial activities.

**Potential Opportunity:** This position could also be for someone looking to get into Village Management. The Village Manager is open to the possibility of making this a **Village Clerk / Assistant Village Manager** position. However, the candidate must have election experience in Wisconsin to be considered.

**Position Requirements.** Successful candidate must possess strong attention to detail, communication, and customer service skills along with proficiency in use of Microsoft work products. At least three years local government experience. Must have election experience in Wisconsin. Successful candidate will be a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) or can obtain certification within a reasonable time. Bachelor's degree is preferred.

**Compensation.** \$30-\$35/hour. DOQ

Apply online with resume, cover letter, and three professional references to the Village Manager. Diverse candidates are encouraged to apply. Position will remain open until filled with first review of candidates to occur on January 1<sup>st</sup>, 2021 Candidates with questions are invited to contact Michael Hall, Village Manager at 414-371-3051 or [mhall@browndeerwi.org](mailto:mhall@browndeerwi.org)