

### **TOWN CLERK POSITION**

The Town of Jackson in Washington County is seeking qualified applicants for the position of Town Clerk. This is a full-time salaried position and is appointed by the Town Board.

The Town Clerk acts as a liaison between the Town Board, employees and general public.

Preferred qualifications include Wisconsin Municipal Clerk certification with municipal experience and an accounting background. Three years or more experience in an administrative setting with independent responsibilities and judgement is required. Strong computer skills are essential. Knowledge of Microsoft Word, QuickBooks and Excel is necessary. Verbal and written communication skills are vital.

Salary is commensurate with qualifications and experience; a competitive benefit package is available. Candidate must be bondable.

A complete application package and resume should be submitted **promptly**. To obtain an application and additional information contact Julia Oliver, Town Clerk, 3146 Division Road, Jackson, WI 53037. Phone number is 262-677-4048 and email address is [clerk@town-jackson.com](mailto:clerk@town-jackson.com).