

# Full-Time Clerk - Treasurer

The Village of Dorchester, Wisconsin, is seeking an experienced professional to work an average of 35 hours per week as Clerk-Treasurer. Successful candidate must hold appropriate state certification for Municipal Clerk-Treasurer or be willing to obtain certification within 3 years and be or become a Notary. This person's responsibilities include elections, tax collections, licensing, permits, accounting and clerical functions in accordance with State Statutes and/or Municipal Ordinances. Attendance will be required at evening board meetings. Applicant must have computer skills to operate programs such as QuickBooks, MS Word and Excel and hold a valid driver's license, have reliable transportation, a high school diploma plus 1 year experience in clerical operations and/or office work or any equivalent combination of acceptable or related experience or training. Must have a pleasant personality with good communication skills. Starting wage will be based on candidate's qualifications, experience and ability.

See [www.dorchesterwi.com](http://www.dorchesterwi.com) for job description.

**Send resume to:**

Village of Dorchester  
Attention: Village President  
250 Parkside Drive  
Dorchester, WI 54425

**Or email to [dvcdeputy@tds.net](mailto:dvcdeputy@tds.net)**



Resumes must be received by **Monday, February 10, 2020**, by **4:00 p.m.** The Village of Dorchester is an equal opportunity employer. No phone inquiries. Direct all inquiries to email address above.