

The Town of Kossuth, Manitowoc Wisconsin is accepting applications for the position of Town Clerk.

Job Type: Part time: 15 hours/week - hours vary with elections and budget processes
Clerk can set own hours and work from home

Salary: Market competitive and commensurate with the experience and proficiency of the applicant. Applicants asked to state their salary requirements with resume.

Duties and Responsibilities:

The Clerk is responsible for administering elections, assisting the public with applications for all licenses or permits required by state law or local ordinance, posting agendas for all board and committee meetings, attending, and preparing minutes of all meetings of the Town Board. The Clerk has accounting responsibilities such as preparing accounts payable, payroll, and overseeing the budget.

Minimum Requirements:

Successful candidates could possess prior experience in an office setting, work experience in a municipal clerk's office or other municipal experience as well as accounting\bookkeeping skills will be beneficial. Candidates with no experience but with a genuine interest in Town operations and a willingness to learn will also be considered. Required training will be provided.

Preferred Requirements

Intermediate skills in Microsoft Office Applications, QuickBooks, and website management functions.

Send resume to:

townkossuth@yahoo.com

or

Town of Kossuth
8807 West Hillcrest Road
Manitowoc WI 54220

Questions:

Chairperson Ralph Schuh 920-732-3772
Clerk Sandy Menges 920-652-6729