

TOWN OF LITTLE SUAMICO



5964-A County Road S

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Advertisement/Posting

Town of Little Suamico seeks Part-time Deputy Clerk-Treasurer

The Town of Little Suamico (population 5,357) is accepting applications for a Part-time Deputy Clerk-Treasurer. The Deputy Clerk-Treasurer acts as the primary public contact at Town Hall and performs routine clerical, customer service, administrative and data processing work in accounts payable/receivable, licensing, election administration, meeting preparation and follow up, and tax collection. The ideal candidate will have the ability to work both individually and cooperatively in a professional, small office environment. Excellent communication and organizational skills and numbers proficiency are essential. Some evening hours will be required periodically. Graduation from an accredited high school and experience working in an office setting is required. Prior municipal experience is desired. Starting wage range of \$15- \$16.50 per hour DOQ. A complete job description, qualifications and application requirements are available at www.townoflittlesuamico.com.

Please submit cover letter, resume and application to Clerk-Treasurer Nikki Tolzman via email at lsclerk@bayland.net or via mail at 5964-A Cty Rd S, Sobieski WI 54171.