



POSITION AVAILABLE

Deputy Clerk

The Town of Barnes is seeking a part-time Deputy Clerk to start ASAP. Responsibilities include, but are not limited to: answering phones, customer service, assisting in maintaining town files and requests for same, preparing reports, working with vouchers and grants. Special projects are assigned as they occur (elections, property tax collection and licensing etc). Computer proficiency in Windows 11 including Excel, Word and Outlook are necessary. Experience using Quickbooks is a plus. Above average organizational skill and able to multi-task.

Work schedule will vary based on the municipal cycle of work load, but averages 16-20 per work (M, T, Th & F, 8am-noon). All candidates are subject to a background check.

Interested candidates should submit a resume including references and salary history to Lisa Meyer at the town office: 3360 County Hwy N, Barnes WI or email to clerk@townofbarneswi.gov

Town of Barnes is an Equal Opportunity Employer