



**The Town of Trenton, Washington County,
is looking for a part-time (15-20 hrs/wk)**

Municipal Clerk

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, and performing other duties as assigned or required by state law or local ordinance. Strong candidates will have proficiency in Microsoft Office applications and Quickbooks® accounting software, good reading and writing skills, strong grammar and spelling, competent keyboard skills, good communication, ability to work individually and as part of a team in an office environment, strong customer service skills, attention to detail, organizational skills. Two- or four-year accounting degree preferred. Town residency not required. The Town of Trenton provides equal employment opportunities.

Submit letter of interest and resume to

**Town of Trenton, Attn: Employment, PO Box 259,
Newburg, WI 53060 or townadmin@townoftrenton.wi.gov**