

Position: Deputy Town Clerk
Wage: TBD, Based on Qualifications
Status: Full-Time
Reports To: Town Clerk

Description of Work:

The Deputy Clerk performs a range of tasks in support of the Town Clerk and other staff for the Town of Brookfield. The Deputy Clerk performs administrative and technical duties for elections, records and administrative assistant duties.

Essential Job Functions:

- Perform a variety of clerical and data entry functions, requiring strong organizational and technical skills.
- Assists in the administration of local elections, including maintenance of voter information and required reporting.
- Assist in the administration of business licensing for the Town.
- Assist in the preparation of agendas, minutes and public notices.
- Assists in the day to day operations of the Clerk's office.
- Experience in cash handling and responsible for providing excellent customer service.

Knowledge/Qualifications:

- Knowledge of computer software applications to include Microsoft Office, Outlook, Word and Excel. Caselle/Clarity knowledge is a plus.
- Ability to work independently and in a team environment.
- High School diploma or equivalent.
- Three years of administrative support and/or customer service.
- Must be able to pass a criminal background check.
- Must be able to lift up to 25lbs.

Please contact Wendy Mills with questions at (262)796-3788 or accounting@townofbrookfield.com.

Interested candidates should submit resumes and professional references to accounting@townofbrookfield.com.