



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

DEPUTY CLERK-TREASURER CITY OF MINERAL POINT, WI

The City of Mineral Point is accepting applications for a full-time Deputy Clerk-Treasurer. This position performs clerical, recordkeeping and accounting duties, and provides customer service. Work is performed under the direction of the City Clerk-Treasurer.

Candidates must have earned a High School Diploma or GED; Associate's Degree in Accounting or equivalent field, and experience in local government preferred. Basic accounting skills, customer service experience, and proficiency in Microsoft Office Suite and financial software a must. Must possess Certified Municipal Clerk designation, or demonstrate ability to become certified within four years of hire. Must be a Wisconsin Notary Public, or demonstrate ability to obtain status within six months of hire.

Starting wage is \$18.00 - \$20.00 per hour, DOQ, plus excellent fringe benefits.

Send cover letter and resume to Christy Skelding, City Clerk-Treasurer, 137 High Street, Suite 1, Mineral Point, WI 53565, or email to cityclerk@cityofmineralpoint.com.

Applications will be accepted until the position is filled.

THE CITY OF MINERAL POINT IS AN EQUAL OPPORTUNITY EMPLOYER
