

NOTICE
VILLAGE OF PEPIN
CLERK POSITION AVAILABLE

The Village of Pepin, WI (pop. 833) is accepting applications for the position of Village Clerk. Ideal candidates will possess a general understanding of municipal government principles, procedures and policies and possess the ability to provide responsive, courteous and efficient customer service in support of departmental operations. Certification as a Wisconsin Municipal Clerk and /or a certificate on Accounting or Management is highly preferred.

Work involves performing routine and varied clerical and office assignments and includes confidential data entry and filing, cash handling and general office tasks including heavy public contact both in person and by phone. This position requires attention to detail, mathematical aptitude and proficient computer skills. The successful candidate will possess a collaborative leadership style, supervisory skills, a high level of integrity, a strong work ethic, commitment to public service and positive communication skills.

Interested applicants may email their resume with a cover letter, contact information and 3 references to clerk@pepinwisconsin.org or mail to: Clerk Position, Village of Pepin, P.O. Box 277, Pepin, WI 54759 or may be dropped off at the Village of Pepin Municipal Building at 508 2nd Street, Pepin, WI 54759. All applications must be in hand no later than September 30th, 2019.

Village of Pepin Personnel Committee