

Town of Walworth, Walworth County, WI

Part-Time Deputy Clerk-Treasurer/Office Assistant

Job Title: Part-Time Deputy Clerk-Treasurer/Office Assistant

Location: Walworth Town Hall, W6741 Brick Church Road, Walworth, WI 53184

Job Type: Part-Time

Application Deadline: November 30, 2023 @ 4:30 p.m.

Job Summary:

The Town of Walworth is seeking a detail oriented, conscientious individual to join our team as a Part-Time Deputy Clerk-Treasurer/Office Assistant. This position will assist the Town Clerk-Treasurer with elections, licensing, customer service, agenda and packet management as needed. This role plays a crucial part in the efficient operation of our municipal government, assisting with various administrative tasks in the Clerk-Treasurer's office.

Key Responsibilities:

- Assist in maintaining accurate financial records, including accounts payable and receivable.
- Prepare and process invoices, purchase orders, and receipts.
- Assist with payroll processing and employee record maintenance.
- Provide support in the preparation of budgets and financial reports.
- Help manage the town's tax collection process.
- Maintain and organize office files and records.
- Assist with answering phone calls, responding to inquiries, and providing information to residents.
- Support the preparation of agendas, meeting notices, and minutes for town meetings.
- Perform general administrative duties such as data entry, copying, scanning, and filing.
- Collaborate with other town officials and departments as needed.
- Attendance at evening meetings if the Clerk-Treasurer is unable to attend.
- Be available for extended hours at elections.
- Lift heavy boxes.
- Possess a valid Wisconsin driver's license.

Qualifications:

- High school diploma or equivalent (Associate's degree in business administration or related field preferred).
- Commitment to public service.

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Strong skills with Microsoft Office (Word, Excel, Outlook) and QuickBooks accounting software.
- Effective communication and interpersonal skills in English.
- Strong grammar/proofreading skills.
- Ability to maintain confidentiality in handling sensitive information.
- Previous experience in clerical or administrative roles is a plus.
- Knowledge of working with the public or municipal office experience is desirable, but not required.

Working Hours:

This is a part-time position with flexible working hours, approximately 12-15 hours per week. Some evening hours may be required to attend town meetings and elections. Starting salary \$15-20 is dependent on qualifications.

How to Apply:

Interested candidates are invited to submit an application, resume and cover letter outlining their qualifications and relevant experience to clerk@townofwalworthwi.gov or by mail/drop-off at Walworth Town Hall, W6741 Brick Church Road, PO Box 386, Walworth, WI 53184. Please include "Deputy Clerk-Treasurer/Office Assistant Application" in the subject line. The application deadline is November 30, 2023 @ 4:30 p.m.

About the Town of Walworth:

The Town of Walworth is dedicated to providing essential services to its residents. We value teamwork, professionalism, and a commitment to excellence in serving our community. Join our team and become an integral part of our town's success.

The Town of Walworth is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.