

TOWN OF CAMPBELL

La Crosse County



2219 Bainbridge Street, La Crosse, WI 54603
Phone: 608/783-0050
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Email: clerk@townofcampbellwi.gov

FULL-TIME APPOINTED TOWN CLERK-TREASURER

The Town of Campbell has an immediate opening for a full-time Appointed Town Clerk-Treasurer. Responsibilities include, but are not limited to:

- Performs a variety of administrative, accounting, routine and complex financial, clerical functions in accordance with State Statutes and municipal ordinances, directs and coordinates purchasing, directs and coordinates payroll and all related records, maintains financial statements and reports, administers elections and election inspector training as required by State Statutes, budget preparation and budget monitoring, coordinates expenditures and revenue accounts with department heads, required to attend all meetings of the Town Board and to keep the official records of proceedings, attend committee and commission meetings as necessary, responsible for the custody and maintenance of the Corporate Seal and all papers and records of the Town as required by State Statutes, performs a variety of responsible administrative duties in the overall operation of the Clerk-Treasurer's Office, supervises office staff employees, plays a major role in communications with the general public, Town Board and the various operating departments along with implementing and enforcing policies and procedures, recommends revisions to the Personnel Policy when necessary, represents the Town in matters involving legislative and intergovernmental affairs as required, provide assistance and direction in development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations, administer oath of office to public officials and employees, and any other duties as prescribed per Wis. Statutes.

Qualifications:

- Associates degree required; Bachelor's degree preferred or 5 years' experience in government.
- Customer service and cash-handling experience required.
- Working knowledge of computers, Microsoft Word and Excel and basic office equipment.
- Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; and be flexible required.
- Working knowledge of Wisconsin municipal operations including elections, licensing, and public records.
- Excellent organizational skills required, including the ability to maintain organized, complete records and files, and prepare reports from such information.

Starting pay range of \$50-70k per year. Full benefits package. Work hours Monday, Wednesday, Thursday 8:00am-4:30pm; Tuesday 8:00am-6:00pm; Friday 8:00am-3:00pm & additional meetings as needed.

Applications are available at the Campbell Town Hall, 2219 Bainbridge St., La Crosse, WI 54603 during normal business hours or on our website: <https://townofcampbellwi.gov/about/employment-opportunities/>

This position will be open until filled. An application, cover letter, and resume should be submitted care of: Interim Clerk Ellie Johnson, 2219 Bainbridge St., La Crosse, WI 54603 or emailed to clerk@townofcampbellwi.gov

The Town of Campbell is an Equal Opportunity Employer