

Deputy Clerk Position

The Village of Dane, Dane County, WI is seeking a qualified candidate for our Deputy Clerk position. This is a part-time position of approximately 24 hours per week with some evening hours for Elections. The position reports to the Village Clerk Treasurer and works with the Village President, Trustees, and Public Works Department. Job requirements are:

- Strong customer service skills
- Close attention to details
- Interest in government and elections
- Ability to work professionally with confidential information
- Strong written and verbal communication skills
- Well-developed computer confidence
- Knowledge and experience in cash handling
- A background check will be required
- Flexible schedule to cover office hours, as needed

Hourly rate of pay will be based on applicants experience and skills with a range of \$15 - \$17 per hour.

Interested persons should send their cover letter and resume to Village of Dane, PO Box 168, Dane, WI 53529 or by email to clerktreasurer@villageofdane.org