

VILLAGE OF WINDSOR CLERK

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

The Village of Windsor has a full-time opening for Village Clerk. Windsor is a growing community located just ten minutes north of Madison, with a population of approximately 10,472 residents.

This vital leadership role provides expert management of elections, oversees licensing and permitting, manages public records, administration of board proceedings, coordination of assessment and Board of Review, Emergency Management, management of the Clerk Department and other key municipal operations. If you have strong experience in administration, ability to prioritize, a commitment to integrity and accuracy, and a dedication to exceptional public service, we invite you to apply.

Requirements include election knowledge, including WisVote, Badger Books and election laws and practices. Demonstrated abilities to operate a wide range of office equipment and software applications, interact with the public in a respectful, professional and impartial manner, provide exceptional customer service, work under deadlines with competing priorities, complete complex oral and written tasks, and make decisions in accordance with laws and regulations and established procedures. The Clerk must have a current Wisconsin Driver's License, be bondable according to State Statutes, and be able to obtain a notary public certification. A criminal background check will be required.

This position requires you to work in a normal office setting with hours beyond the normal work week of Monday to Friday 8:00 a.m. to 4:30 p.m., including some work on the weekends.

Salary ranges from \$75,000 to \$85,000 depending on qualifications. The Village of Windsor offers excellent health care, retirement, and fringe benefit packages.

The complete job description is posted at www.windsorwi.gov/employment.

Interested applicants should review the full job description and other village information on the Village homepage (www.windsorwi.gov). Please direct recruitment questions to Tina Butteris, Administrator at tbutteris@windsorwi.gov or at 608-888-0066.

To apply, submit a cover letter, resume and application, which can be found at www.windsorwi.gov/employment, to tbutteris@windsorwi.gov. Applications will be accepted until the position is filled.

The Village of Windsor is an Equal Opportunity Employer.