



## **POSITION AVAILABLE**

### **Deputy Clerk**

The Town of Barnes is seeking a part-time Deputy Clerk to start ASAP. Responsibilities include, but are not limited to: answering phones, customer service, assisting in maintaining town files and requests for same, preparing reports, working with vouchers and grants. Special projects are assigned as they occur (elections, property tax collection and licensing etc). Computer proficiency in Excel and Word are necessary. Experience using Quickbooks is a plus.

Work schedule will vary based on the municipal cycle of work load, but averages 16-20 per work (M, T, Th & F, 8am-noon). Valid driver's license and proof of insurance required. All candidates are subject to a background check.

Interested candidates should submit a resume including references and salary history no later than November 3<sup>rd</sup> to: Town of Barnes, 3360 County Highway N, Barnes, Wi. 54873. A blank application can be picked up at the town office or online at [www.townofbarneswi.gov](http://www.townofbarneswi.gov)

**The Town of Barnes is an Equal Opportunity Employer**