

Municipal Court Clerk

Village/Town of Bloomfield

The Village/Town of Bloomfield is seeking a part-time Municipal Court Clerk. Bloomfield is located between Genoa City and Lake Geneva near the Illinois border.

The Municipal Court Clerk is responsible for providing clerical support and administrative tasks under the direction of the Judge and to perform a variety of customer service responsibilities necessary for the operations of the Municipal Court. Work schedule will include attending scheduled Municipal Court Sessions on Tuesday, Wednesday and/or Thursday evenings.

Candidates must possess proven organizational skills, interpersonal skills and the ability to maintain confidentiality. Associate degree in related field is preferred but a High School diploma or equivalent with experience in the areas of clerical support and book keeping will be considered.

For application and complete job details go to www.bloomfield-wi.us

Qualifications, experience and personal interview will determine the wage. A completed application, resume, cover letter and contact information for five work related references must be received by 4:00pm on Friday, December 21, 2018. Please send to the Village of Bloomfield N1100 Townhall Rd. P.O. Box 609 Pell Lake, WI 53157 attention: Interim Village Administrator