

# **Village Clerk**

## **Village of Bloomfield**

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

The Clerk is responsible for elections administration, legal notifications to the public, issuance of licenses and permits, maintaining official records, attending meetings, taking minutes and other duties as required under Wisconsin Statutes for municipal clerks.

Candidates must possess proven organizational and interpersonal skills. Candidates should have previous municipal clerk or deputy clerk experience. A bachelor's degree in business management, public administration, or a closely related field, is preferred but an associate's degree with applicable experience will be considered.

For application and complete job details go to [www.bloomfield-wi.us](http://www.bloomfield-wi.us)

Qualifications, experience and the interview will determine the salary range. 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