

**TOWN OF BLOOMFIELD, WALWORTH COUNTY
APPOINTED CLERK/TREASURER POSITION**

The Town of Bloomfield, located in Walworth County, Wisconsin, is in need of a Clerk/Treasurer as of July 1, 2018. The position is to be filled by appointment of the Town Board.

The Clerk/Treasurer will be responsible to discharge all of the duties of a municipal clerk set forth in Wis. Stat. § 60.33 and a municipal treasurer set forth in Wis. Stat. § 60.34. The Clerk/Treasurer will also be responsible for licensing, record-keeping, and finance-related duties.

The position is part-time, averaging twelve to fifteen hours per week although the workload will vary. The Clerk/Treasurer will be expected to have some additional availability by telephone. Attendance at evening meetings will also be required.

Candidates holding an associate's degree in accounting and certification as a municipal clerk and/or treasurer are preferred, but candidates with municipal and accounting experience will also be considered. Honesty, integrity, diligence and efficiency are a must. Preference will be given to Town residents.

Please note that viable candidates will have to submit to a background check and a drug test.

The deadline for applications is May 15, 2018. Interested candidates should send a letter of interest, resume, and three letters of reference to Town Chairman Daniel Schoonover c/o Town of Bloomfield, P.O. Box 704, Pell Lake, WI 53157.