

PUBLIC NOTICE – TOWN OF BLACK EARTH
SEEKING APPLICANTS TO SERVE IN THE OFFICE OF TOWN CLERK

The Town of Black Earth is seeking a resident to serve as the Town Clerk. The position will be appointed until April 2015. After April 2015 the position will become elected. Any adult resident of the Town who had not been convicted of a felony is eligible to apply.

This is a part time position that works out of your home. Position requires an individual with solid administrative skills, attention to detail, accounting experience, QuickBooks is a plus. Applicant will need to attend evening board meetings. Other responsibilities include running elections, taking minutes at board meetings, and interacting with several government agencies, the Town Board and the public. Applicants must have good computer skills, communication skills, leadership and organizational skills and able to work alone.

If interested, please send a resume with cover letter to: Town of Black Earth, PO Box 426, Black Earth, WI 53515 or email to clerk@town.blackearth.wi.us by September 1, 2014. Letters of application are public records.

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Brenda Kahl, Administrative Assistant