

The City of Gillett

Clerk/Treasurer

The City of Gillett is seeking qualified applicants for the full time position. Must be able to work well with the public, have good oral skills and the ability to maintain a high level of confidentiality. Position involves statutory duties such as payroll, AC, AR, licensing, election administration, utility administration for sewer and water utilities, budgets, monthly financial reconciliation, real and personal property tax administration, records management, municipal court, and coordination efforts of the City Council and various committees. Must be proficient in computer programs for spread sheets and word processing and will also be required to learn accounting and utility billing software. Wages dependent on qualifications, a full benefit package. Must pass a background, physical, and drug test and must be able to be bonded. **To apply:** send letter of interest, resume, salary requirements, and application to be received no later than Friday, November 18, 2016 at 3:30pm

Mail to: City of Gillett

C/O Position

150 N McKenzie Ave

Gillett WI 54124

Applications available at City Hall or at www.cityofgillett.com/employment.

For further information or detailed job description, contact City Hall at 920-855-2255

City of Gillett is an equal opportunity employer