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APPOINTED TOWN CLERK-TREASURER POSITION

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role, appointed by the Town Board. The applicant could see 25-
35+ hours weekly, depending upon tasks needing completion.

The Town Clerk-Treasurer's duties include but are not limited
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requests, process payments and assist with local cemetery
plot purchases, and maintain town website, and social media
presence.

Successful candidates will have a minimum of two (2) years
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or public service. Knowledge of Adobe, Microsoft (Word, Excel,
Outlook, etc.) and QuickBooks is required. A valid WI driver's
license is also required. Previous municipal clerk-treasurer
experience is preferred.

Working hours are generally during the day and will be set
by the Town Board, with some evenings needed for meetings/
minutes.

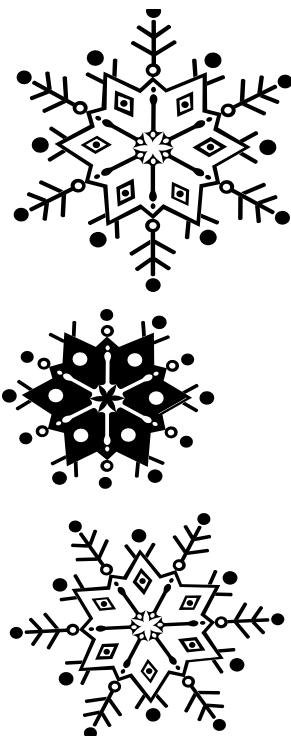
Salary depends upon experience. WRS Eligibility after 1 year
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To apply:

Please send a cover letter and resume to current Clerk
Treasurer Jessica Fuchs with subject line "**APPOINTED CLERK-
TREASURER**" via email to clerk@townofspringprairiewi.gov or
by send mail to N6097 State Road 120, Burlington WI 53105.

The position will be open until filled, however application
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466773



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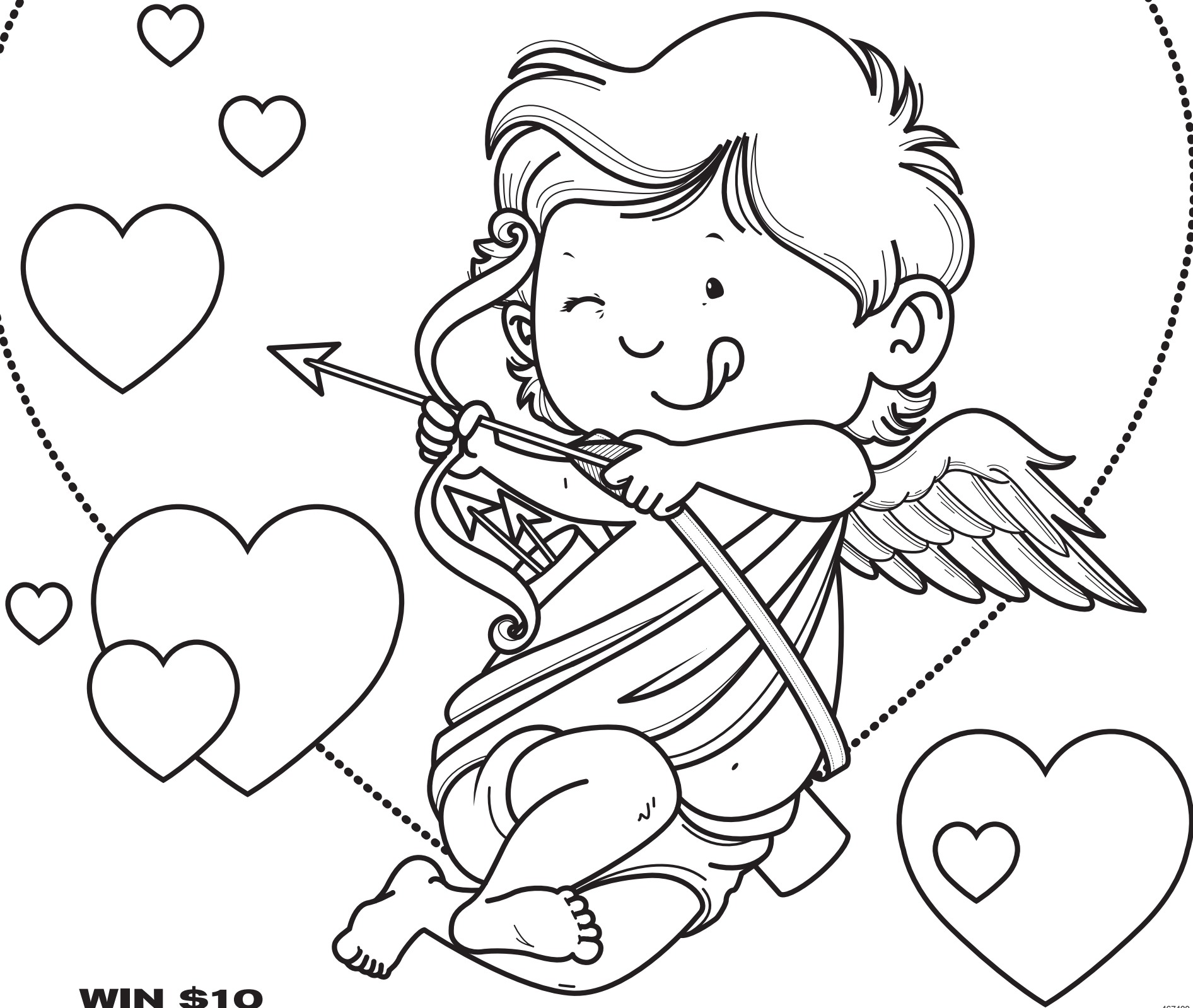
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