**TOWN CLERK/TREASURER**

The Town of Troy, Walworth County (pop.2300) is seeking a clerk/treasurer. This is a full-time position which requires a High School Diploma. Associate or bachelor’s degree preferred. Position requires experience with clerical work, website, accounting/payroll, budgeting and the ability to attend trainings. Preferred knowledge of the Marge Accounting Software. Must have excellent knowledge of the computer. The successful applicant will be required to learn and be responsible for the duties of the Town Clerk under Wis. Stats. §§ 60.33, 60-34 and 66.0607 which includes, but is not limited to: issuing licenses and permits, record and post ordinances and resolutions, clerk of meetings, prepare and maintain official town records and accounts, manage payroll, receive and disburse town money, assist in preparation of town budget. Must communicate effectively with the public, vendors, other town employees and public officials. Residency preferred but not required.

The candidate must pass a background check as well as a drug and alcohol test.

 Town reserves the right to reject all applicants. Complete job description is available at: [www.townoftroy.com](http://www.townoftroy.com) Send any questions regarding the job to: chair@townoftroy.com

**Mail a cover letter and resume with references to:**

Chairman, Town of Troy, N8870 Briggs St., East Troy, WI 53120

**Email to:** chair@townoftroy.com

**Or submit packet in person at:** Town Hall, N8870 Briggs St. in Troy Center

All applications are due no later than July 22, 2021 at 12 noon.