

The Town of Milton seeks a Town Clerk

The Town of Milton, population 2,939, is looking for a self-motivated person with strong customer service and the ability to multi-task, to fill the position of municipal clerk.

Responsibilities for the position include but are not limited to: election administration, agendas and minutes, licensing and permits, proficiency in computers, use of spreadsheets, word documents, Excel, QuickBooks, records management, responding to records requests, and maintaining the Town's website.

Hours and salary to be determined.

Please submit a cover letter, resume and references by November 15, 2017 to:

Milton Town Board
23 First Street
Milton, WI 53563.