



City of Nekoosa
Administrative Office
951 Market Street
Nekoosa, WI 54457

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715.886.7901 – Fax
cityofnekoosa.org

Employment Posting - City of Nekoosa, Wisconsin

Job Title: Full-time City Clerk. *The City of Nekoosa, Wisconsin is pleased to announce the recruitment and selection process for their next City Clerk.*

Salary: \$54,000 - \$62,000 depending on qualifications

Benefit Package: Health Insurance with HSA, Dental & Optical Insurance, Accruing Sick Leave Bank, Participation in Wisconsin Retirement Fund, 10.5 Holidays, Vacation schedule, Eligibility in Deferred Compensation Plan, 40 hours paid annual "Personal Time."

Typical working days/hours: Monday – Friday, 8 AM – 4:30 PM

Position Summary:

The Municipal Clerk is a highly responsible position providing professional service to the City of Nekoosa and performing statutory duties established by Wisconsin Statutes Sec. 61.25 and 61.26 and City of Nekoosa Municipal Code. The position involves varied organizational, administrative, financial, and clerical work.

The Clerk is required to attend applicable meetings and is responsible for the maintenance of official records of proceedings and other official city records.

The Clerk is responsible for all local, state, and federal elections, city payroll, and required reporting to various agencies and departments. Because of the variety of work performed in this position, the Clerk must possess considerable skill in organizing, planning, scheduling, and communicating with people in a professional manner. The Clerk's office has contact with virtually every aspect of city government. As such, the Clerk must be capable of dealing respectfully and effectively with the governing body, administrative officials, employees, members of boards and commissions, and general public.

Position Requirements:

Minimum of an associate degree in accounting, business, public administration or at least five years' experience in local government or business in an administrative capacity. Knowledge of governmental accounting and familiarity with federal, state, and local regulations as they pertain to the operation of the City Clerk's office. Experience in administration of elections preferred.

Ability to effectively organize, plan, schedule and communicate with all levels of government and general public. Ability to work together with fellow employees as a team.

Proficient in modern technology and software including Microsoft Office, Adobe, website and social media management.

Application Selection:

Selection is appointment by the Mayor, based upon the recommendation of the Personnel Committee and confirmation by Common Council.

Submit a resume with references and cover letter along with application found here: [Application for Employment](#). Email application materials to bobbi@nekoosawi.com or by mail, Attn: Mr. Brad Hamilton, Alderman - 951 Market Street Nekoosa, WI 54457 **Applications materials will be accepted through May 3, 2024.**