

Clerical II/Deputy City Clerk

Clerical II/Deputy City Clerk - City of Medford, Taylor County, WI (population 4,358) is accepting applications/resumes for a Clerical II/Deputy City Clerk. This position would provide secretarial, clerical, and financial support services for the City Clerk, Public Works Department, Electric Utility and Water Utility. In addition, this position will provide limited secretarial and clerical support for the Assessor, Building Inspector/Planner and act as City Clerk in the City Clerk's absence.

Successful applicants should have an Associate degree in secretarial science, business government accounting or related field. Experience in an office setting and any equivalent combination of experience and training that provides the required knowledge. Attention to detail, ability to multi-task, ability to attend night meetings, hands-on work style, and customer service skills are critical. Project management and strong communication skills are essential.

The City offers a competitive salary along with an excellent benefit package. Applications are available from the Clerical II/Deputy City Clerk at 639 South Second Street, Medford, WI 54451 or by calling (715)748-1181 or through the City website at www.citymedfordwi.com. Applications including resumes must be received at the City Clerk's Office by 4:00 PM on August 26, 2020 **in a sealed envelope marked "Clerical II/Deputy City Clerk"**.

The City of Medford is an Equal Opportunity Employer.