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IN DOWNTOWN WINONA

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HOTEL 44° NORTH
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POSITION AVAILABLE

THE CITY OF ALMA IS SEEKING A **CLERK/TREASURER**, FOCUSING ON ESSENTIAL DUTIES AND RESPONSIBILITIES OF A CLERK/TREASURER ARE REQUIRED. CANDIDATE MUST POSSESS A HIGH LEVEL OF INTEGRITY, PROBLEM SOLVING SKILLS, VERBAL AND WRITTEN COMMUNICATION SKILLS AND AN EXCELLENT COMMITMENT TO PUBLIC SERVICE. **DUTIES AND RESPONSIBILITIES:** INCLUDING BUT NOT LIMITED TO DIRECT ORAL AND WRITTEN COMMUNICATION WITH THE PUBLIC, GOVERNMENT OFFICIALS, AND VENDORS, PREPARATION OF AGENDAS/ MINUTES, ATTENDANCE AT VARIOUS EVENING MEETING, ELECTION ADMINISTRATION, ISSUANCE OF LICENSES AND PERMITS, OPEN RECORD REQUESTS, BUDGETING, AUDIT PREPARATION, ACCOUNTS PAYABLE AND RECEIVABLE, PAYROLL, TAX BILL PREPARATION AND COLLECTION, WATER AND SEWER UTILITIES, AND ABILITY TO MULTITASK AND MEET DEADLINES, STRONG COMPUTER SKILLS WITH PROFICIENCY IN MICROSOFT OFFICE, CLERICAL FUNCTIONS IN ACCORDANCE WITH STATE STATUTES, MUNICIPAL ORDINANCES, AND ALL OTHER DUTIES ASSIGNED. **MINIMUM REQUIREMENTS:** SUCCESSFUL CANDIDATES SHOULD HAVE A MINIMUM OF THREE YEARS OF CUSTOMER SERVICE EXPERIENCE; ENCOURAGED TO OBTAIN MUNICIPAL TREASURERS ASSOCIATION OF WISCONSIN AND WISCONSIN MUNICIPAL CLERK CERTIFICATION; KNOWLEDGE OF MUNICIPAL FINANCIALS IS PREFERRED, OR ANY COMBINATION OF EDUCATION AND EXPERIENCE THAT PROVIDES THE NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE JOB. **BENEFITS:** THE CITY OF ALMA OFFERS A COMPETITIVE WAGE AND IMPRESSIVE BENEFITS PACKAGE THAT INCLUDES BUT NOT LIMITED TO THE FOLLOWING: WRS RETIREMENT, HEALTH INSURANCE, DENTAL, LIFE, VACATION, SICK LEAVE, AND HOLIDAY PAY. THE WAGE FOR THIS FULL-TIME POSITION IS BETWEEN **\$29 TO \$32 PER HOUR** DEPENDENT UPON QUALIFICATIONS AND EXPERIENCE.

SUBMIT CITY OF ALMA EMPLOYMENT APPLICATION, LETTER OF INTENT, AND RESUME TO LINDA M. TORGERSON, CITY CLERK/TREASURER BY NOVEMBER 7, 2025, AT 4:30 PM.

A FULL JOB DESCRIPTION & APPLICATION CAN BE FOUND AT:
CITYOFALMAWI.COM

PHONE: (608) 685-3330, OR EMAIL: CITYALMA277@GMAIL.COM.
THE CITY OF ALMA IS AN EQUAL OPPORTUNITY EMPLOYER.

POSITION AVAILABLE

THE CITY OF ALMA IS SEEKING THE POSITION OF A **FULL-TIME DEPUTY CLERK**, STARTING PAY IS **\$22-\$26 HR.** DEPENDING UPON QUALIFICATIONS, EDUCATION, AND EXPERIENCE. BENEFITS: WRS RETIREMENT, HEALTH INSURANCE, DENTAL INSURANCE, LIFE INSURANCE, VACATION, SICK LEAVE, AND HOLIDAY PAY. HIGH SCHOOL DIPLOMA REQUIRED, BASIC COMPUTER KNOWLEDGE AND ACCOUNTING A PLUS. JOB DESCRIPTION AVAILABLE UPON REQUEST BY CONTACTING THE CITY CLERK.

RESUMES NEED TO BE SUBMITTED TO THE CITY OF ALMA BY FRIDAY, NOVEMBER 7, 2025. SEND RESUME TO:
CITY OF ALMA – P.O. BOX 277, ALMA, WI 54610-0277.
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