



The Village of Poynette

Columbia County, Wisconsin

106 South Main Street

P.O. Box 95

Poynette, WI 53955

Phone (608) 635-2122

Fax (608) 635-8960

www.poynette-wi.gov

JOB POSTING

The Village of Poynette is presently searching for an administrative position titled Deputy Clerk/Deputy Treasurer. This is a Part-time position (12-4:30 M-Th., 8-4:30 F – with flexibility to work full-time when needed), and supports the Village Administrator & Village Clerk in the management of the local government. Prefer candidates with previous municipal experience, but not essential. Candidates should possess experience and/or knowledge of finance, bookkeeping; budgeting and personnel administration. Candidate must be extremely comfortable with computers and technology and utilizing multiple software packages and platforms. Candidates also must possess a high level of integrity, leadership, problem solving skills, be an independent worker, and have an excellent commitment to public and customer service. Candidates must be bondable. Salary DOQ, plus pro-rated benefits. Questions regarding the position should be directed to the Village Administrator. Applications are available on the Village Website (www.poynette-wi.gov) or at the Village Office. Application deadline is March 14, 2013

Send applications and resumes to:

Village of Poynette

106 S. Main St.

P.O. Box 95

Poynette, WI 53955

608-635-2122

SDeuth@poynette-wi.gov