

**Deputy Clerk
City of Berlin**

The City of Berlin is looking to fill the position of Deputy Clerk for the City Clerk's office. This position deals with many aspects of government, serves as administrative assistant to the City Clerk and works directly with the public. Other responsibilities include: administer employee health benefits and maintain personnel records, administer payroll, maintain Oakwood Cemetery records, license and election administration, manage record retention schedules, update Code books, reception duties, and many other miscellaneous functions as needed.

Successful applicant will be PC literate with excellent organizational and communication skills, be a service-oriented, dependable team player, and able to handle multiple tasks simultaneously. Preferred candidate will have prior office and payroll experience and working knowledge of Windows, Microsoft Word & Excel, and basic accounting principles. Two-year Administrative Assistant Degree or similar experience preferred. Starting hourly wage per salary scale is \$19.40/hr. The City of Berlin offers an excellent benefits package. Qualified candidates should send application, cover letter and resume to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: Sara Rutkowski or e-mail srutkowski@cityofberlin.wi.gov. Application can be found at www.cityofberlin.net. Deadline to apply is January 31st, 2022.

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