

**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 and works directly with the public. The Deputy Clerk processes payroll for City employees, administers employee health benefits and maintain personnel records, maintain Oakwood Cemetery records, administering the Berlin Neighborhood Pride program, 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 candidates will have prior office experience and working knowledge of Windows, Microsoft Word & Excel. Grade 5 Salary scale is \$20.58-26.75/hr. The City of Berlin offers an excellent benefits package with Health Insurance (monthly cost maximum of \$50/month), vision, dental, life insurance, short term disability and Employee Assistance Programs. Qualified candidates should send application 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 31, 2024.