

**Deputy Clerk-Treasurer
City of Berlin**

The City of Berlin is looking to fill the position of Deputy Clerk-Treasurer. This position deals with many aspects of government and works directly with the public. The Deputy Clerk-Treasurer processes payroll for City employees, administers employee health benefits and maintains personnel records, maintains Oakwood Cemetery records, handles license and election administration, manages record retention schedules, updates Code books, assists with 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 member, and able to handle multiple tasks simultaneously. Preferred candidates will have prior office experience and working knowledge of Windows, Microsoft Word & Excel. Anticipated wages, depending on experience, are \$20.58-25.00/hr. The City of Berlin offers an excellent benefits package with Health Insurance (monthly cost maximum of \$75/month), vision, dental, life insurance, short term disability and Employee Assistance Programs. Qualified candidates should send an application to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: Deputy Clerk-Treasurer Recruitment or e-mail cityadministrator@cityofberlin.wi.gov. Application can be found at www.cityofberlin.net. Deadline to apply is February 14, 2025.