

Town of Ixonia Clerk/Treasurer Position

Our Clerk is retiring!! Leaving the Town of Ixonia (pop. 5,139) searching for our next team department head to fill the Clerk/Treasurer position.

The Town of Ixonia is seeking a qualified and experienced individual to fill the vital role of Town Clerk/Treasurer. This position is a critical link between the residents of Town of Ixonia and their local government. The Town Clerk plays a key role in ensuring the smooth operation of the Town Board and the transparency of our municipal government.

Schedule: Monday – Thursday 7:30 a.m. – 4:30 p.m. and Friday 7:30 am – 12:30 pm evening and night hours may be required for elections.

Successful candidates shall possess a minimum of a high school diploma, two to three years of related experience such as moderate administrative experience or municipal experience, and strong communication and computer skills (Microsoft Office). Any experience in WisVote, Workhorse Software, or other office/accounting software is preferred.

Salary range: \$60,000-\$80,000 depending on qualifications.

The Village offers a comprehensive benefits package including health insurance (ETF), dental, short-term disability, life insurance, deferred compensation plans, and participates in the Wisconsin Retirement System state pension program. The Town of Ixonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities.

Applications and Resume' are due by June 20th, 2024 and may be submitted electronically to townhall@townofixonia.com Full job description may be found on the Town of Ixonia website at www.townofixonia.com