

**VILLAGE OF BROWNSVILLE SEEKING  
VILLAGE CLERK/TREASURER  
Village of Brownsville, Dodge County Wisconsin  
*An Equal Opportunity Employer***

The Village of Brownsville, WI is seeking a professional to fulfill the statutory requirements of Clerk/Treasurer. Duties include but are not limited to elections, creation of meeting agendas and minutes, licensing and permits, open records requests and open meetings law, financial activities including budgeting, audit preparation, utility billing, accounts receivable and payable, and tax bill preparation and collection. Human resource including payroll, insurance, and pension administration.

High School diploma, plus a minimum of three years or more of professional experience in municipal government or general administration, a related field, or previous work experience. Starting wage will be based on candidate qualifications, experience, and ability. To obtain a complete job description, contact the Village Clerk, [vobclerk@plbb.us](mailto:vobclerk@plbb.us) or 920-583-4087. A job description is also available on the Village website [Brownsvillewi.com](http://Brownsvillewi.com)

The job application is available on website: [Brownsvillewi.com](http://Brownsvillewi.com) or by request from clerk's office, 920-583-4087, [vobclerk@plbb.us](mailto:vobclerk@plbb.us)

Send resume, along with application, to: Village of Brownsville, PO Box 308, Brownsville, WI 53006 or email to [vobclerk@plbb.us](mailto:vobclerk@plbb.us)

Resumes with application accepted until December 31, 2021