NOW HIRING!

MUNICIPAL CLERK

Town of Belle Plaine

PART-TIME
with some flexibility with hours

THIS POSITION DOES NOT INCLUDE BENEFITS

DUTIES & RESPONSIBILITIES

- Meetings: Posting, Agendas, Minutes
- Election Administration
- Accounts Payable
- State Reporting
- Budget
- Liquor / Operator Licenses
- Office Duties; proficiency in Quicken and Microsoft Office
- Town Web Site

APPLICATION DEADLINE

Please send resumes by November 6, 2026.

FOR MORE INFORMATION

Contact Kristine Vomastic at **715-524-2690**

SUBMIT RESUME TO:

BY MAIL
Town of Belle Plaine
Attn: Kristine Vomastic
N3002 State Hwy 22
Clintonville, WI 54929

OR

BY EMAIL
belleplaineclerk@gmail.com

Serving our community with integrity and dedication.