

PART-TIME DEPUTY CLERK & TREASURER
City of Park Falls

The City of Park Falls is accepting applications for a Part-Time Deputy Clerk & Treasurer. This position is responsible for assisting the City Clerk and City Treasurer with their duties as well as duties outlined in the job description. The employee performs responsible work of an administrative nature in tax collection, utility billing, elections, licensing, and cash receipting. This position is supervised and evaluated by both the City Clerk and City Treasurer. This is an hourly position, estimated at 29 hours per week. The wage is \$18.14 - \$26.37 per hour depending on qualifications. This part-time position is eligible for pro-rated Health, Wisconsin Retirement, Vacation, Sick Leave, and Lifestyle Perk benefits.

A full description of minimum requirements and application instructions can be found on the City of Park Falls website at <https://cityofparkfalls.com/employment-opportunities-1>, by stopping at City Hall, or by email at admin@cityofparkfalls.com.

Please submit a cover letter, resume, three work references, and a signed job description to: admin@cityofparkfalls.com, or by dropping the documents off at City Hall, 410 Division Street, or by mail at PO Box 146, Park Falls, WI 54552.

Applications will be taken until the position is filled, with first review beginning June 24, 2025.

The City of Park Falls is an equal opportunity employer.

Price County Review – June 5 and 12

Website

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