Village Clerk – Village of Union Grove, Wisconsin

The Village of Union Grove is seeking a fulltime Village Clerk. Union Grove (population 5000) offers a high quality of urban and rural life and excellent opportunity for residential, commercial, and industrial growth. Union Grove is centrally located between Milwaukee and Chicago. Interstate I-94 is only five miles east, and US Highway 45 serves as the Village’s Main Street with a charming downtown atmosphere. Union Grove functions under a Village board comprised of 6 elected trustees and a Village President. Total annual budget including water and wastewater utility is $3.5 million, with 15 FT employees.

The Clerk is responsible for election administration, legal notifications to the public, issuance of licenses and permits, maintaining official records, attending meetings and taking minutes and other duties as required under the Wisconsin Statues for municipal clerks. He or she will manage 2 full time employees and will report to the Village Board.

Candidates must possess proven managerial, interpersonal and leadership skills, and at least two years experience as a municipal clerk or deputy clerk. A bachelor’s degree in in business management, public administration, or a closely related field, is preferred but a two year associate’s degree with applicable experience will be considered.

For complete job details go to www.uniongrove.net.

Qualifications, experience and the interview will determine the salary range. Excellent benefit package. Candidates should apply by Friday December 7, 2018 with resume, cover letter and contact information for five work related references. Please send to Union Grove Village Hall 925 15th Ave. Union Grove, WI 53182 attention: Village Administrator.