

## **Position Opening \* Part-time Deputy County Clerk**

County Clerk/Finance Office of Florence County

The County Clerk of Florence County has an opening for the right person to work as a Deputy County Clerk in the County Clerk's Office. This is a part-time to possible full-time position averaging 21 - 35 hours per week to start, Monday - Friday.

Qualifications: The successful candidate will be self-motivated, detail-oriented, energetic, and highly organized. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. The candidate will assist the County Clerk, Payroll Clerk and Finance Manager. It is a must for the candidate to have excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects are essential. Must be proficient in Microsoft Office.

The position wage is \$18.00/hour, with pro-rated benefits to start. Florence County has a State residency requirement.

A job description and application may be obtained by mail, phone: 715-528-3201, email [dtrudell@florencecountywi.gov](mailto:dtrudell@florencecountywi.gov), or in person request at the County Clerk's office, Florence County Courthouse.

Applications are also available at <http://www.florencecountywi.com>. Select Employment Opportunities on the right hand menu.

Apply by submitting a resume and a Florence County Application by 1:00 p.m. on **Tuesday, May 31<sup>st</sup>, 2022 or until the position is filled.** Submit to Florence County, PO Box 410, Florence, WI 54121, via email: [dtrudell@florencecountywi.gov](mailto:dtrudell@florencecountywi.gov), or fax: 715-528-4762. Florence County is an equal opportunity employer.