

# VILLAGE OF SOMERS

## CLERK I

The Village of Somers seeks a candidate to fill the position of Clerk I. This is a full-time, non-represented position within the Clerk-Treasurer's Office. The Clerk I is responsible for day-to-day clerical, secretarial, and customer service functions for the Village of Somers. The Clerk I is responsible for maintaining excellence in customer service. The Clerk I must demonstrate strong skills in listening and adaptability. The Clerk I performs a variety of confidential and complex clerical, administrative and technical work to assist the Village/Town Clerk/Treasurer.

### Why Join our Community?

The Village is a growing community. Our population will soon be over 10,000. The Village is highly sought after by businesses and residents who want to live and work here. We have and will continue to experience significant business growth, due to our proximity to I-94. We are perfectly located between the City of Kenosha, City of Racine, City of Milwaukee and the City of Chicago. Both General Mitchell and O'Hare airports are within an hour drive of Somers. People seek Somers as an ideal place to live because we have a university, college, and technical college within 15 minutes of our Village Campus. The Village is home to an abundance of parks, bike trails, Lake Michigan, top quality health care facilities, restaurants, and shopping.

### Job duties include but are not limited to:

- Answer central telephone system, supply information to callers, and/or directs phone calls to appropriate department.
- Greets visitors; answer questions and complaints in a tactful, helpful manner.
- Receipt payments.
- Balance daily cash transactions.
- Assist the Village/Town Clerk/Treasurer with the maintenance of the Wisconsin election management and voter registration system including processing voter information, fulfilling absentee ballot requests, and other election related duties.
- Assists the Village/Town Clerk/Treasurer with the processing of various licenses and permits.

### Minimum Qualifications:

- High School Diploma or GED equivalent; Associated Degree in Administrative Assistant, or related field is desired.
- Two years of relevant work experience, including cash handling, is required.

Salary to commensurate with experience. The Village/Town of Somers offers excellent benefit package including Wisconsin Retirement System, health & dental insurance.

Visit [www.somers.org](http://www.somers.org) for full job description.

Office hours are 8:00 AM to 4:30 PM with some evening work required.

Send resume with references to: Village of Somers, Attn: Jason J. Peters Village/Town Administrator, PO Box 197, Somers, WI 53171 or email [jpeters@somers.org](mailto:jpeters@somers.org).