



**Deputy City Clerk:** The City of Whitewater (Pop. 14,977) is seeking a self-starting, organized, and energetic individual to serve as the Deputy City Clerk. Position will work closely with the City Clerk and will assist with elections and be responsible for managing Whitewater's records in the statewide voter registration program. The position also requires working with real estate and personal property assessments, real estate records, licensing, and working with Boards and Commissions. Position will require occasional evening or weekend hours, particularly at election time. Excellent organizational and writing skills are essential.

Candidates must have at least 3-5 years of increasingly responsible experience in office administration. A bachelor's degree is strongly preferred. Persons with an equivalent combination of related education, training, and experience will be considered.

Candidates should possess strong skills and/or experience with customer relations and have the ability to work with confidential and/or legal matters.

Full-time. Salary Range - \$16.48 - \$19.47 per hour, plus benefits. Please visit <http://agency.governmentjobs.com/whitewaterwi/default.cfm> and submit an online job application including resume, cover letter, and three or more references by 11:59 pm on April 30, 2014.

For additional information, contact Nancy Stanford, 262-473-0101, [nstanford@whitewater-wi.gov](mailto:nstanford@whitewater-wi.gov)  
The City of Whitewater is an Equal Opportunity Employer.