



Village of Palmyra, Jefferson County, WI.

Now Hiring

Ran from July 1st – Aug. 15th

Run again. Jan 1st – Feb. 1st, 2026

DEPUTY CLERK/TREASURER/UTILITY CLERK: PART-TIME

The Village of Palmyra, an Equal Opportunity Employer, is seeking candidates for a ~~part time position with the potential to become~~ FT Deputy Clerk/Treasurer/Utility Clerk Position.

This individual would take on the duties in water/sewer billing department preparing quarterly billing, payroll, **Elections**, budgeting and assisting the Clerk/Treasurer and ~~assisting~~ the Public Works Superintendent ~~with reports, inventory, GIS input~~. This position would also be the secretary for the Plan Commission monthly meetings. Grant writing knowledge would be helpful. A full job description is available upon request.

Qualifications include: strong customer service, written/oral communication skills, knowledge of Microsoft Excel and Word, Elections, payroll and accounting experience, Workhorse preferred.

The Village of Palmyra offers ~~pro-rated vacation, sick leave and holidays for Part time and~~ vacation, sick leave, holidays, Health Insurance, and WI State Retirement benefits.

Salary Range: \$20 - \$25 hour based on qualifications to start. ~~with salary DOQ.~~

The Village would consider training the right candidate.

Application and job description are available in the Village Hall and on the Village's website www.villageofpalmyra.com

Send Cover letter and resume with three listed references to:

Village of Palmyra, Attention Personnel Committee to: PO Box 380, Palmyra, WI 53156 or to: clerk@vi.palmyra.wi.gov by the close of business on August 15, 2025.