

December 28, 2010 **Town of Jacksonport Part time Position - Clerk**

Town of Jacksonport
Part time Position

The Town of Jacksonport is seeking applications for the part time position of Town Clerk. The current salary is \$13,304/year. Work hours are often flexible, but require some night meetings. The successful candidate must have strong organizational, computer and interpersonal skills. Experience with Excel and QuickBooks is a plus.

Please submit a current resume with a cover letter summarizing experience, along with the contact information for three work related references to:

Eileen Phetteplace, Town Clerk
Town of Jacksonport
3733 Bagnall Road
Sturgeon Bay, WI 54235

Application deadline is January 24, 2010
Position opens April, 2011
Anticipated training start date February, 2011

Posted: December 28, 2010 Chairperson: Jeanne Majeski
Clerk: Eileen Phetteplace

___ Jacksonport Town Hall / Fire Station
___ Bley's Grocery
___ Mike's Port Pub
___ <http://www.jacksonport.org>