TOWN OF CLEVELAND
JACKSON COUNTY, WISCONSIN

NOW HIRING: TOWN CLERK

IMMEDIATE VACANCY | VARIABLE HOURS

The Town of Cleveland is seeking a dependable, organized individual to serve as Town Clerk. This position is essential to the daily administration of town government and requires strong attention to detail, professionalism, and the ability to work independently and most importantly, the ability to remain calm under pressure.

Exceptional problem-solving skills and resourcefulness are needed to succeed in this position. The Clerk must be a proactive self-starter who can assess complex or disorganized situations, establish priorities, restore order, and independently research solutions. The Clerk must demonstrate sound judgment in knowing when and where to seek guidance while taking **ownership of responsibilities** through resolution.

Key Responsibilities:

- Prepare meeting agendas, notices, and official minutes.
- Maintain municipal records and respond to public inquiries.
- Administer elections in accordance with Wisconsin election laws.
- Assist with municipal financial records, budgeting, and reporting.
- Process licenses, permits, and other municipal documentation.
- Coordinate with the Town Board, county officials, and state agencies.

Preferred Qualifications:

- Strong administrative and organizational skills.
- Proficiency with Microsoft Office and basic accounting software.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and meet statutory deadlines.
- Prior municipal government, bookkeeping, or election administration experience preferred but not required.
- Willingness to complete required training.

Posted
November 12, 2026 at 12:45 PM
Kayla Lindgren, Clerk

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Position Details:

Location: Town of Cleveland, Jackson County, WI
Schedule: Part-time, flexible hours with required evening meetings and election-day availability. There are certain months where the hours will increase to meet the demands of other municipalities (county, state, etc.)
Compensation: As established by the Town Board.
Start Date: Immediately upon appointment.

HOW TO APPLY

Interested individuals are encouraged to contact the Town of Cleveland Board or submit a letter of interest to clerk@townofcleveland.org outlining their qualifications.

Applications will be reviewed as received. The position will remain open until filled.

Visit **www.townofcleveland.org** for town information.

The Town of Cleveland is an Equal Opportunity Employer.

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Kayla Lindgren, Clerk