



Town of Oakfield

Chairperson Russ Ratkowski, Supervisor Al Messner, Supervisor Joe Schauer

Clerk Alex Strupp, Treasurer Katherine Batzler

October 14, 2017

Re: Town of Oakfield Clerk vacancy

Job posting on town website, Fond du Lac Reporter and public posting:

Town of Oakfield, Fond du Lac County is seeking qualified candidates for the position of Town Clerk. Candidates must reside within the town. This is an interim position. A selected candidate will be required to be elected by the residents of the Town of Oakfield during the April 2019 election of town officers to maintain employment.

This is a part time position. A successful candidate will have an employment history which indicates good computer, written, verbal and interpersonal relationship skills. Computer skills are required. The clerk is responsible for timely and accurate filings of notices, records and reports with various local, state and federal authorities.

Interested persons must provide a resume and cover letter of intent. Those documents may be delivered or mailed, sealed within a separate mailing device to the Town of Oakfield Attorney, Matthew Parmentier. Inner envelope should be marked "Town of Oakfield – Clerk application"

The mailing address is - Edgerton, St. Peter, Petak and Rosenfeldt
Attention Matthew Parmentier
10 Forest Ave
PO Box 1276
Fond du Lac WI 54936-1276

Documents must be received by 4pm on Thursday October 26, 2017. No late submissions will be considered. Applications will be opened at a town board meeting on October 30, 2017. A review of candidates will be held on another date and candidates will be contacted for an interview. Interviews must be held at a public board meeting.

Selected candidate must be bondable. Additional background and employment information may be required at the discretion of the town board and may include a drug/alcohol screening and financial check.

Russ Ratkowski

Town Chairman