



15 South School Street, PO Box 273, Mayville WI 53050

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City of Mayville – Job Announcement Deputy Clerk I (Full-Time)

The City of Mayville is seeking a Deputy Clerk I to support the operations of City Hall through clerical, financial, administrative, and election-related tasks. This full-time position plays a key role in customer service, records management, licensing, and election support, and serves as a backup to the City Clerk. The Deputy Clerk I works closely with the Clerk, Comptroller/Treasurer, and other City staff to ensure smooth daily operations.

Position Summary

The Deputy Clerk I serves as a first point of contact for the public, processes licenses, permits, and payments, maintains City records, and assists with elections and voter registration. The position also provides administrative support to City staff, updates digital platforms, coordinates with departments on notices and contracts, and performs backup duties for the City Clerk as needed. Strong organizational, multitasking, and public service skills are essential.

Qualifications

Candidates should have a high school diploma plus two years of advanced education in clerical, accounting, or computer-related studies, along with several years of clerical experience, preferably involving cash handling and records management. Municipal government experience is preferred. Proficiency in Microsoft Office is required, and familiarity with municipal software such as Caselle is a plus. Knowledge of City Code, State statutes, and election procedures is desirable. The position requires the ability to work independently, manage multiple tasks, and provide excellent public service.

Hours & Benefits

This is a full-time position, Monday through Friday, 8AM – 4:30PM, with the City of Mayville, offering a competitive salary and a full City benefits package.

Application Process

Please submit a resume, cover letter, and City of Mayville Employment Application to:
Anastasia Gonstead, City Clerk/Executive Assistant

Email: agonstead@mayvillecity.com

Mailing Address: PO Box 273, Mayville, WI 53050

The City of Mayville is an Equal Opportunity Employer.