

Menominee County

Administrative Coordinator's Office

W3269 Courthouse Lane
P.O. Box 279
Keshena, WI 54135



NOTICE OF VACANCY: TREASURER FOR MENOMINEE COUNTY, WISCONSIN

The Menominee County Board of Supervisors is soliciting letters of interest from any resident of Menominee County to fill the unexpired term of the Treasurer. The current four year term expires on December 31, 2020, after which the general election held on November 3, 2020, will determine the successor to this office.

The Treasurer's duties include, but are not limited to, the following: (1) appointing one or more deputies; (2) receipting and depositing all money, and keeping daily balances of bank accounts; (3) maintaining a record of all paid and delinquent taxes; (4) furnishing complete and balanced tax settlement sheets to the Department of Revenue by March 15; (5) settling with all taxing jurisdictions in August for all taxes collected and uncollected; (6) maintaining all tax records in the county, print assessment rolls and tax rolls; (7) maintaining current lottery credit file, seeking all eligible taxpayers; (8) certifying and maintaining lottery credit files on real and personal property; (9) issuing tax certificate to parcels with unpaid taxes September 1 each year; (10) preparing and mailing delinquent tax notices; and (11) performing treasurer responsibilities for the Town of Menominee.

The Treasurer position is a part-time, salaried position budgeted for 24 hours a week at a rate of \$19.23 per hour (\$23,999 annually). The position is eligible to receive or enroll in Wisconsin Retirement System, dental coverage, short and long-term disability, and life insurance; it is not entitled to receive healthcare coverage. The Deputy Treasurer position is currently filled. Off-site and on-site training will be provided. The office is located at the Menominee County Courthouse (top floor).

If you are interested in the position and you physically reside in Menominee County, you are encouraged to mail or deliver a signed letter of interest and your current resume no later than Tuesday, August 20, 2019 at 12:00 p.m. to:

Menominee County
Attn: Administrative Coordinator
P.O. Box 279
Keshena, WI 54135

The signed letters of interest and resume should collectively speak to the individual's knowledge, skills and abilities he or she would bring to the position, as well as their willingness to pursue election to the office. The Menominee County Board of Supervisors will review all letters of interest and resumes at its Thursday, August 22, 2019, 5:00 p.m. board meeting. Interested candidates are urged to attend that board meeting to answer any questions the County Board might have. The County Board will make its appointment at the August 22, 2019 meeting, or it may schedule follow-up interviews with interested candidates.