Employment Opportunity
Village of Muscoda

The Village of Muscoda is looking to fill our Office Clerk position. We are seeking a proactive and detail-oriented Office Clerk to be the backbone of our daily operations. This role provides comprehensive exposure to all facets of the Village, serving as a steppingstone to more specialized or higher-level administrative and departmental positions, such as Clerk/Treasurer, Deputy Clerk/Treasurer and Utility Assistant. We provide the necessary on-the-job training and support to help you develop your skills and advance within our organization for a long-term career. This position is forty (40) hours per week Monday-Friday 8:00am-4:30pm, may require some evening meetings and travel for training. The position offers a full-benefit package. Must be dependable and able to work independently and as a team. Must have HS diploma/GED, ability to use Microsoft programs and Canva but are willing to train. A complete background check will be done on selected applicants. Wage is based on qualifications and office experience with wage range of $20-$23 per hour. If you're a motivated individual with a growth mindset who is eager to learn, be sure to get your application in.

Application and full job description may be found on-line at Muscoda.com or picked up at the Village Office, 206 N Wisconsin Avenue. Please email or drop off your completed application and resume to amy.clerk@muscoda.com , or mail to Village of Muscoda, P.O. Box 206, Muscoda, WI 53573 prior to noon on Thursday, December 4, 2025.

The Village of Muscoda is an equal opportunity employer and reserves the right to reject and refuse any or all applications.