**FULL TIME DEPUTY COUNTY CLERK**

The Brown County Clerk’s Office is accepting applications for a full-time position of Deputy County Clerk**.** Applicants must pass a drug text/ criminal background check.

Applicants must have attention to detail, must be able to muli-task, file documents and issue receipts; proof, process and maintain various official records along with proper indexing; make and certify certain copies recorded in Clerk’s Office; issue marriage license and birth certificates. Applicants must deal with customers, both in person and on the phone in a courteous and professional manner and perform other related duties as required or assigned. Applicants must have some knowledge of/or the ability to learn applicable statutes, rules, regulations and procedures; must have a high school diploma or the equivalent, computer skills, ability to lift 35 lbs., climb up and down stairs, be able to stand for lengthy periods, ability to establish and maintain effective working relationships with co-workers, other county employees and the general public, be able to communicate effectively orally and in writing and be reliable. To be considered, submit a Brown County Employment Application, with a resume, to the Brown County Clerk’s Office Monday through Friday from 8:30 a.m. to 5:00 p.m. Applications will not be considered without a resume. Brown County is an equal opportunity employer.