



Waukesha County

Waukesha County Board Office

FOR IMMEDIATE RELEASE

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WAUKESHA COUNTY BOARD SEEKING APPLICANTS TO FILL COUNTY CLERK SEAT

Waukesha, WI – The Waukesha County Board of Supervisors is seeking applicants to fill the County Clerk seat which will be vacated due to Kathy Novack’s recently announced resignation.

“I want to thank Kathy for her service to Waukesha County and wish her the best in retirement,” said Chairman Paul Decker. “The County Board office works closely with the County Clerk, and I am hopeful we find a candidate that will continue our positive working relationship, and most importantly, someone who will maintain the integrity of Waukesha County’s election process.”

The function of the County Clerk can be broken down into three major categories: Legislative Support, Elections and Licensing. The County Clerk serves as Clerk and records custodian for the County Board as well as other county related records as required by statutes. For elections, the Clerk’s office prepares and distributes the ballots and supplies, programs election equipment, works with municipalities on voter registration and training, receives and tabulates unofficial election results and runs the board of canvass. The office also distributes marriage licenses, works with municipalities on dog licenses and is a U.S. Passport acceptance agency. Additional information about the County Clerk’s duties can be found in [State Statutes Chapter 59.23](#).

The selected candidate will fill the remainder of Novack’s term and, if they choose, run for election on November 3, 2020. The County Clerk is paid an annual salary of \$75,602, \$76,736 in 2019 and \$77,887 in 2020.

Minimally applicants must be a United States Citizen and Waukesha County resident, be 18 years of age and may not be convicted of a felony in U.S. court unless pardoned. Preferred candidates will have experience running elections, a proven record of working collaboratively and strong management skills.

Persons interested in applying for the appointment can submit their materials here waukeshacounty.gov/jobs starting Friday, October 19.

The application deadline is Friday, November 2. It is anticipated interviews will be completed mid-November. The appointment will be voted on by the County Board at its December 18, 2018 board meeting, and the recommended candidate will be sworn in January 2019.

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