

Personal Information

First Name

Kelly

Middle Name

Sue

Last Name

Michaels

Phone

(715) 802-5648

Email

kmichaels06@gmail.com

Address

2708 Keri Ct

City

Waukesha

State

Wisconsin

Zip Code

53188

Country

United States

 Select here if you own a valid Driver's License

Driver's License State

Wisconsin

Driver's License Number

Do you have a CDL?

☐ **Yes**

☒ **No**

Have you used any tobacco or nicotine products in the past 12 months?

☐ **Yes**

☒ **No**

Education

High School Graduation Status

☒ **High School Diploma**

Have you attended any colleges, universities, business or trade schools?

☒ **Yes** ☐ **No**

Please list any Colleges, Universities, Business or Trade Schools.

Major/Subject

Upper Iowa University, Business Management

Degree/Diploma

☒ **Bachelor's**

Please list any additional trainings.

Not answered

Certifications & Licenses

Do you have any certifications or licenses that are relevant to the position?

☒ **Yes** ☐ **No**

Please list any certification and/or license you have earned which are relevant to the position.

Certification/License Name

MMC (Master Municipal Clerk)

License Number

October 2019

Certification/License Name

WCPC (WI Certified Professional Clerk)

License Number

November 2019

Work Experience

Starting with your present/most recent position, work backwards and list all positions you have held in the last 10 years. List volunteer, part-time or military positions if applicable. It is critical that you provide complete information.

Employer Name

City of Brookfield

Address

2000 N Calhoun Rd

City

Brookfield

State

Wisconsin

Zip Code

53005

Phone

(262) 796-6653

From

10/03/2011

To

12/31/2021

Position Title

City Clerk

Rate of Pay

\$ 51.51

Name of Supervisor

Jenna Merten

Phone of Supervisor

(262) 782-9650

Reason for Leaving

Currently Serving (Indefinite Appointment)

Description of Duties

Statutory Duties of Municipal Clerk in a Division Leadership Role

- Select here if we may contact this employer

If no, please explain

Yes, but upon conditional offer of employment.

Employer Name

City of Stoughton

Address

207 S Forrest St

City

Stoughton

State

Wisconsin

Zip Code

53589

Phone

(608) 873-6677

From

01/02/2011

To

09/30/2011

Position Title

City Clerk / Personnel Director

Rate of Pay

\$ 62,000 annual

Name of Supervisor

Mayor Donna Olsen

Phone of Supervisor

(608) 873-6677

Reason for Leaving

Opportunity to be closer to mother who had become seriously ill.

Description of Duties

Statutory Municipal Clerk and Personnel Director duties in a dual Department Head role.

 **Select here if we may contact this employer**

Employer Name

City of Wausau

Address

407 Grant St

City

Wausau

State

Wisconsin

Zip Code

54403

Phone

(715) 261-6500

From

08/01/2001

To

12/31/2010

Position Title

City Clerk / Cash Collection and Customer Service Supervisor

Rate of Pay

\$ 60,000 annual

Name of Supervisor

Maryanne Groat

Phone of Supervisor

(715) 261-6500

Reason for Leaving

Opportunity

Description of Duties

Statutory Duties of Municipal Clerk and Supervision of Customer Service / Cash Collection staff.

 **Select here if we may contact this employer**

Agency Wide Questions

Vocational or Professional Skills:

- ☐ **Accounting**
- ☐ **Reading Blue Prints**
- ☐ **Landscaping Equipment**
- ☐ **Truck Driving**
- ☐ **Heavy Equipment**
- ☐ **Electrical Work**
- ☐ **Carpentry**

Computer Software Used:

- ☒ **Microsoft Outlook**
- ☒ **Microsoft Word**
- ☒ **Microsoft Excel**
- ☒ **Microsoft Powerpoint**
- ☒ **Microsoft Access**
- ☐ **Naviline/AS 400/Sungard Applications**
- ☒ **Internet Explorer**

List Any Other Computer Software Used:

Munis Financial Software, Adobe and Nuance Professional PDF, Cisco Jabber, Leightronix, Deliberator, WisVote, MyVote, Enterprise Document Management, License Manager, CT Access Record Retention, Zoom Meetings, Cloud Link Creator

Languages spoken other than English

Not answered

What type of job are you looking for?

- ☐ Contractor
- ☒ Full Time
- ☐ Intern
- ☐ Limited Term
- ☐ Part Time
- ☐ Temporary
- ☐ Volunteer

What shifts are you available to work?

- ☒ Day
- ☐ Evening
- ☐ Night
- ☐ Rotating
- ☐ Weekends
- ☐ On Call

Are you willing to relocate?

- ☒ Yes
- ☐ No

What is your desired salary?

\$145,000, negotiable

Are you over 18 years of age?

- ☒ Yes
- ☐ No

Have you ever been employed by this organization?

- ☐ Yes
- ☒ No

Are you related to any current employee or official with this organization?

☐ **Yes**

☒ **No**

Have you ever been convicted of a felony or misdemeanor?

☐ **Yes**

☒ **No**

Are you claiming Veteran's preference?

☐ **Yes**

☒ **No**

If claiming Veteran's Preference please provide a copy of your DD214 from the U.S. Armed Forces.

Supplemental Questions

Attachments

Please upload resume or other attachments.

Resume:

Kelly_Resume[2].pdf

Cover Letter:

Cover Letter, Venice Fl.pdf

Any other relevant professional licenses or certificates:

Master Municipal Clerk Certification IIMC.pdf

Additional Attachment

UIU Transcript.pdf

Additional Attachment

Certified Professional Clerk Certification WMCA.pdf

Agree & Submit



IMPORTANT - Checking this box constitutes an electronic signature. By checking this box I certify that: the facts set forth in this application are true and accurate and that I have not knowingly withheld any facts or information that would affect my application unfavorably. I understand that any false or misleading statements are grounds for rejection and, if I become employed, are grounds for termination. I authorize the companies, schools, or persons named above to give any information they may have regarding me whether or not it is in their records. I hereby release said companies, schools, or persons from all liability for any damage for issuing this information.



By checking this box I understand all applicants who receive a conditional offer of employment will be subject to a criminal records and driving records check.