Crawford County Land Conservation, Planning, and Zoning Department

CLERK III

Responsibilities: Administrative assistant for the Land Conservation, Planning, and Zoning Department, bookkeeping, budget tracking, and grant management, develop agendas and take minutes for various meetings, assist with septic system record keeping, coordinate conservation outreach events for area youth, and serve as the initial contact for residents/ landowners with questions or concerns. Other duties as assigned.

Qualifications Required: High school diploma or equivalent, with vocational/ technical training in office support functions, with 1 year of experience in reception or customer service, or any combination of experience that provides the knowledge, skills, and abilities. Basic knowledge of farming/ conservation issues would be beneficial.

Starting wage of $21.53/hr, increasing to $24.38/hr after 1-year introductory period, plus excellent benefits. 37.5 hrs/ week. Applications and a full position description are available at the website https://www.crawfordcountywi.org/job-opportunities.html

How to apply: Send a completed Crawford County Application form, cover letter, and resume to David Troester, 225 N. Beaumont Rd., Suite 230, Prairie du Chien, WI 53821, or via email at dtroester@co.crawford.wi.gov
Application deadline is 12/4/2026.

AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER