

The City of Center City is accepting applications for a Full-Time (up to 35 hours/week) City Clerk.

Pay DOQ starting at \$22.00/hr.

Benefits include: competitive wage, city paid vacation, holidays and sick time.

Center City does not offer health insurance coverage.

Posted City Hall hours are Monday-Thursday 8a-4p (but can change upon council motions).

Preferred qualifications: Associate degree in public administration, business management or closely related field.

Desired qualifications: Administrative experience in an office setting.

Proficiency at reading, interpreting, and communicating procedures and policies.

General knowledge of office procedures, filing systems, record keeping, reporting procedures, current computer-based programs used by the City (utility billing,

Word, Xcel) or the ability to gain proficiency during employee probation period.

Accepting Applications and resumes until November 29th at 4p

Job description and application packet are available at Center City Hall, 300 Center Ave, Center City MN 55012

Contact information: Valerie Fox 651.257.5284 or vfox@centercitymn.us