

CLERKS' ASSISTANT

The City of State Center is accepting applications for a part-time Clerks' Assistant. This position provides administrative support to the City Clerk and Deputy/Billing Clerk in areas including general municipal government, select accounting operations, and utility billing. A full job description is available from the City of State Center, 118 E Main St., P.O. Box 668, State Center, IA 50247. Phone (641) 483-2559; Web site: www.statecenteriowa.org;
Email: sccityclerk@partnercom.net

- Preferred applicants should possess a high school diploma or the equivalent. The applicant must be bondable, work well with the public, work independently as well as with a team, and must have good writing, interpersonal and communication skills. The applicant must have competency with basic mathematics. Familiarity with Microsoft Office programs such as Word and Excel favorable but we are willing to train. This is a part-time position of twenty morning hours per week. Starting wage will be \$10.00 to \$12.00 per hour based on skills and experience. A pre-employment background check is required. Participation in the Iowa Public Employee Retirement System (IPERS) is required.

Applications are available at City Hall or on-line at www.statecenteriowa.org. Return application to: City of State Center, Attn: City Clerk, 118 E Main St., PO Box 668, State Center, IA 50247. Deadline for submitting applications is May 31, 2018. Anticipated start date for this position is July 9, 2018.

The City of State Center is an Equal Opportunity Employer.