

SECRETARY II
CITY OF JAMESTOWN

The City of Jamestown is accepting applications for the position of Secretary II for the Municipal Court. This position performs administrative work in the preparation and processing of Municipal Court cases, records and reports. Applicants must have working knowledge of court procedures and practices. Applicants must have the ability to keep clerical and statistical records and to prepare accurate reports. Applicants must have a High School Diploma or GED.

The starting salary for this position is \$3,017 per month (salary range \$3,017-\$4,368).

Full announcement may be found on the City of Jamestown website. Only applications submitted on official forms will be accepted. Applications are available at City Hall, 102 3rd Avenue Southeast in Jamestown, or on the City's website at www.jamestownnd.org. Applications must be returned by 5:00 p.m., February 23, 2018, to the office of the Deputy Auditor/HRO, 102 3rd Avenue SE, Jamestown, ND 58401 or emailed to jsveum@daktel.com. Inquiries should be made to Jay Sveum, Deputy Auditor/HRO 701-252-5900.

The City of Jamestown is an Equal Opportunity Employer.

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 Jamestown Sun
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JOB SERVICE: February 12 – 23, 2018

CITY WEBSITE: February 12 – 23, 2018