

SECRETARY I
CITY OF JAMESTOWN

The City of Jamestown is accepting applications for the position of Secretary I for the Jamestown Civic Center/Convention Promotion. This position performs clerical, receptionist and basic bookkeeping duties. Regular hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., however, evenings, weekends and possible holiday hours may be incurred depending on scheduled events. Applicants must have thorough knowledge of and skill in the operation of office equipment and 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 \$2,740 per month (salary range \$2,740-\$3,969).

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., July 16, 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.

PUBLISH: Double Column Ad
Jamestown Sun
July 7, 2018

POST: Job Service of ND
July 9 – 16, 2018

City Website
July 9 – 16, 2018