

SECRETARY I
CITY OF JAMESTOWN

The City of Jamestown is accepting applications for the position of Secretary I for the Utility Billing Department in City Hall. This position performs receptionist duties, as well as prepares and maintains water accounts and reports for the billing process.

Applicants must have thorough knowledge of and skill in the operation of modern office equipment. 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 \$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., November 13, 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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