

Deputy Clerk

General Duties:

The Deputy Clerk performs administrative work conducting the daily business activities of the city including bill paying, payroll, monthly balancing, fire department billing, all licenses for City and customer service. Assists the City Administrator-Clerk in any duties as may be assigned.

Minimum Requirements

Individuals should be a high school graduate with two to five years of experience in a position of similar complexity.

Preferred Qualifications

Preferred qualifications, an associates degree in finance or related field and two to five years of experience in position(s) of similar complexity. An equivalent combination of education and experience may be considered. Municipal experience is desired.

Benefits:

The City has a seven-step wage scale starting at \$23.72 to \$31.21, with yearly cost of living increase. With experience, the wage scale may allow placement in the appropriate step. The cost of individual health insurance is paid entirely; family coverage is supplemented by the City.

Apply:

A resume and a completed employee application are required. Employee application forms and a full description of the position are available by contacting City of Long Prairie, 615 Lake St. S., Long Prairie, MN 56347. Telephone (320) 732-2167 or they may be downloaded off the city's website www.longprairie.net. Applications will be accepted until 4:00 p.m., Friday, April 19th, 2024. Applications can be emailed to info@cityoflongprairie.com.