



THE CITY OF NOWTHEN IS NOW ACCEPTING APPLICATIONS FOR AN ADMINISTRATIVE ASSISTANT

The City of Nowthen seeks **one experienced full-time or two (2) part-time** Administrative Assistants (potential Job-Sharing Position) to provide clerical support to the City Administrator and Deputy Clerk. This position is in person at the Nowthen City Office.

The candidate will have initiative, be dependable, able to multi-task and highly motivated. Starting Wage \$20+ per hour DOE.

Duties include:

- Greeting visitors, answering phones, responding to resident inquiries and concerns in person or via phone
- Processing building permits, document scanning, electronic records storage, facility scheduling, recycling coordinator
- Attending meetings as needed to take meeting minutes
- Maintaining the city website, assisting with the Quarterly Newsletter and compiling agenda packets

Qualifications:

- Excellent verbal and written communication skills
- Excellent customer service skills
- Proficient in Word, Excel, Adobe
- High school diploma or equivalent
- Minimum of 3 years' experience performing same or similar duties

For more information or an application package, please contact Natalie Johnson, Deputy Clerk at 763-441-1347 or natalie@nowthenmn.net.

Application materials can also be found on the city website at <https://www.cityofnowthen.com/current-job-openings>.

This position will be open until filled.