

CITY OF WEST LIBERTY

JOB OPENING FOR ADMINISTRATIVE SECRETARY

The City of West Liberty is looking for a Full Time Office Administrative Secretary to answer phones, greet public and provide customer assistance. The position also performs clerical, bookkeeping, accounting duties and processes payments for municipal billing. General work week is 8 – 4:30 Monday-Friday excluding holidays. Qualified applicants must have experience with Microsoft word products, office equipment, spreadsheets, filing, and general office procedures with fluency in Spanish strongly preferred. Excellent customer service and communications skills a must. Salary is DOQ with excellent benefits. EOE/AA

Questions may be directed to the City Clerk 319-627-2418 or Igeertz@cityofwestlibertyia.org
Interested applicants provide a copy of your resume with 3 references in person or post marked NLT March 23, 2020 to: City of West Liberty, Attn: City Clerk, 409 N Calhoun St., West Liberty, IA 52776.

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