

CITY OF WEST LIBERTY

JOB OPENING FOR ADMINISTRATIVE ASSISTANT

The City of West Liberty is looking for a Part-Time Office Administrative Assistant to answer phones, greet public and provide customer assistance. The position also performs clerical, bookkeeping, accounting duties and processes payments for municipal billing. Work schedule will be no more than 20 hours per week. 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. EOE/AA

Questions may be directed to the Deputy City Clerk 319-627-2418 or shoffert@cityofwestlibertyia.org . Interested applicants should fill out an application at <https://cityofwestlibertyia.org> and provide a copy of their resume with 3 references in person, by email or post marked NLT April 29th, 2021 to: City of West Liberty, Attn: Deputy City Clerk, 409 N Calhoun St., West Liberty, IA 52776.

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