

Permanent Part Time Clerk I Position
City of Sergeant Bluff

The City of Sergeant Bluff is taking applications for a Part Time Clerk I Position. This position will process Accounts Payable and serve as a backup for the front desk receptionist by answering phones, greeting/assisting customers, and entering payments. This position will also assist other City staff, perform a variety of clerical duties, maintain a filing system, act as Secretary for various board meetings held in the evening, and be tasked with other duties as assigned.

Candidate must have excellent organizational skills, possess knowledge of general office equipment (computer software, copier/scanner, 10-key), possess accurate typing and proofreading skills, communicate tactfully & courteously with others, and live within a 30-minute travel distance of City Hall. Accounting degree or equivalent work experience preferred. Wage is set at \$19.91 per hour in accordance with the Union Contract for up to 29 hours per week. Applications will be taken until 5:00pm on July 1st at City Hall, 401 4th Street, Sergeant Bluff, Iowa. You may pick up an application at City Hall or download one from our website:

<https://cityofsergeantbluff.com/government/human-resources/>.

The City of Sergeant Bluff is an equal opportunity employer.