

City: Motley

Position Title: Deputy City Clerk-Office Manager

Salary: \$20.05-\$22.65 Hourly Depending on Qualifications

Application Deadline: April 15, 2024

Job Summary:

The City of Motley is accepting applications to fill a newly created part-time 32 hour- 4 days a week (Monday-Thursday), Deputy City Clerk-Office Manager position. Duties include but are not limited to: performing semi-skilled and skilled receptionist, clerical (accounting/bookkeeping), and administrative support work for the Clerk-Treasurer. This individual serves as the frontline customer service person for City Hall; providing secretarial, clerical, and administrative support to other city departments and the City Council. The Deputy City Clerk-Office Manager position will be responsible for monthly utility billing (UB Max), receiving and processing payments/deposits, Accounts Payable, website and social media management, election judge duties, and light office cleaning and organization. Applicants must have a High School Diploma/GED; some secondary, post-secondary coursework, or other formal training (e.g. workshops, seminars, etc.) in areas of bookkeeping, accounting, automated billing software, and the use of word processing and spreadsheet software. Benefits include PTO, Earned Sick and Safe Time (ESST), PERA, paid holidays (if the holiday falls on a regularly scheduled work day). A resume, cover letter, and application are required. Applications can be found on the City's website www.cityofmotley.com or picked up at the city office. Application packets must be received by noon on Monday, April 15, 2024. Contact Kari Jacobson City-Clerk Treasurer for questions. Phone: 218-352-6709 or email clerk@cityofmotley.com.