



Accepting applications for:

Senior Clerk/Typist – Wastewater

Wastewater Division

Public Works Department

Application deadline: Friday, January 21, 2022

Visit www.icgov.org/jobs to apply online

One permanent full time position available

Full salary range: \$47,465.60 - \$61,110.40

Hours: Monday – Friday, 7:30am – 4:00pm

Job summary:

Under general direction, coordinates administrative duties including payroll, data analysis, accounting, inventory, filing and budget processing for the Wastewater division.

Minimum qualifications:

High school degree or equivalent required. One year of experience in a clerical work environment including public contact and use of personal computer required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred qualifications:

Two years of college or technical college in accounting or business management from an educational institution accredited by a DOE recognized accreditation body preferred.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: December 29, 2021

