

City of Hoyt Lakes Administrative Clerk Position Opening

The City of Hoyt Lakes is accepting applications for the regular part-time position of Administrative Assistant with the Clerk's Office. Position performs work relating to City operations including customer service, special projects, and performs related duties as required. Must be able to pass a BCA background check. Desirable qualifications include high school diploma, experience working in clerical settings, training or education in municipal administration, and a history of safe work habits. Current salary range is \$17.00-\$20.00/hour with new employees being paid at 90% of this hourly wage during the probationary period.

For more information and to obtain an application packet, please contact the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes, MN 55750, 218-225-2344, City Administrator Lammi at blammi@hoytlakes.com, or visit the City website at www.hoytlakes.com. Applications are due by 11:30 am on Friday, March 8, 2024. Applications will not be accepted via fax.

Post:	February 14, 2024
Publish:	Mesabi Tribune: February 17 & 24, 2024 ER Shopper: February 19 & 26, and March 4, 2024 (not front page) LMC Website:
Website:	February 14, 2024
Facebook:	
Arena Sign:	February 14 – March 8, 2024
