



City of Hoyt Lakes Public Notice

The City of Hoyt Lakes is accepting applications for the non-bargaining unit position of Administrative Clerk for the City Clerk's Office. This is a part time position, no benefits. Starting pay is \$13.50/hour. Position performs skilled clerical, technical and support work involving city operations as a temporary replacement for the Deputy Clerk and Accounting Clerk due to sick leave, vacation, etc. Minimum qualifications include one year of clerical experience involving computer operations, accounting, and record keeping or sixteen post high school business credits which include at least two computer related courses.

Application packets are available at the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes MN 55750, (218) 225-2344 and on line at www.hoytlakes.com. The deadline for receiving applications is 4:00 pm on Friday, November 16, 2018. **Applications will not be accepted via email or fax.**

Rebecca J. Burich
City Clerk–Treasurer

Publish: East Range Shopper: November 4 and 11, 2018 (small ad)
Mesabi Daily News: November 4, 2018 (small ad)
City Website

Attach: Job Description/Addendum
City Application

Timeline:

Deadline for Applications: November 16, 2018; 4:00 pm
Applicants Notified if Selected for Interview: November 21, 2018
Panel Interview: Week of November 26
Recommendation of Hire to City Council: December 10, 2018
Potential Start Date: December 17, 2018