

CITY OF HARLAN

ADMINISTRATIVE ASSISTANT

The City of Harlan, IA will be accepting applications for a part-time Administrative Assistant. Approximately 20 hours per week, flexibility required.

Under the general direction of the City Clerk, the Administrative Assistant performs a variety of office support duties. The position requires accuracy, confidentiality, excellent communication, organizational and interpersonal skills, self-motivation and the ability to work well as a team. Must have a pleasant, professional and courteous personality. Successful candidates shall have experience in office procedures and practices. Must be computer proficient with knowledge of MS Word and Excel. Duties include greeting and assisting the public, supplying general information, answering the telephone, taking messages and directing calls as requested, filing, data entry and performing other clerical support duties as assigned.

Application & job description may be picked up at the Harlan City Hall, 711 Durant Street, Harlan between 8:00 a.m. & 5:00 p.m., or is available online at www.cityofharlan.com. The deadline to submit applications to City Hall is 10:00 A.M., Thursday, October 5, 2017. The City of Harlan is an E.O.E. & Affirmative Action Employer. For further information, contact Jane Smith, City Clerk/Finance Director, 712-755-5137.