

Administrative Assistant Position

The City of Littlefork is seeking applications for the position of Administrative Assistant. The position is 32 to 40 hours per week with benefits, and a base pay of \$22.33 per hour, which is negotiable depending on qualifications. The Administrative Assistant reports directly to the City Administrator. Must have excellent oral and written communication skills. Prior experience in computerized accounting/bookkeeping and data processing, as well as general office skills is preferred. Complete job description and application is available at www.littleforkmn.gov and should be returned to Littlefork City Hall, 901 Main Street, Littlefork, MN 56653 either in person, or via US mail, or email to: cityadministrator@littleforkmn.gov. Position open until filled; application/resume review begins December 16th.

The City of Littlefork is an equal opportunity provider.