

CITY OF MANTORVILLE  
PART-TIME/FULL-TIME JOB OPPORTUNITY

The City of Mantorville is seeking applications for the position of Deputy City Clerk. This is a part-time/full-time position; starting salary \$19.00 hourly. Office hours are Monday-Thursday 7:00 am to 5:30 pm and closed on Fridays. Responsibilities for this position include, but are not limited to, utility billing, clerical support, receptionist, issuing licenses and permits, updating the City website and cable channels, accounts payable/receivable and other duties, as assigned. Applicants must possess excellent customer service and mathematical skills, the ability to prioritize multiple projects, typing, data entry, extensive computer skills with Word and Office, assisting with elections, and the ability to be flexible when needed. Flexibility to cover the City Clerk when absent and to work outside of normal business hours is required. A complete job description along with the required application and forms can be found at <https://www.mantorville.com/City/about-us/employment-opportunities/> or picked up at Mantorville City Hall, 21 – 5<sup>th</sup> Street East, Mantorville, Minnesota. This position will be open until filled. Contact for questions: 507-635-5170 or [gretchen@mantorville.com](mailto:gretchen@mantorville.com).