

Deputy Clerk/Administrative Assistant  
City of Lindstrom

Close Date: July 28, 2017

Salary: \$50,251-\$59,119 annually and benefits package

The City of Lindstrom, population approximately 4,400, is the Chisago Lakes Area's premier business and residential community.

**General Duties:** The City of Lindstrom is seeking a Deputy City Clerk/Administrative Assistant with municipal experience and excellent communications and customer service skills to be a part of our Administrative Services Team. Under the supervision and direction of the City Administrator, the Deputy City Clerk/Administrative Assistant performs a variety of administrative and professional duties and assists in coordinating and administering the functions of the City Clerk's Office.

**Minimum Requirements:** Candidates must be a Minnesota Certified Municipal Clerk (MCMC) or willing to obtain such designation within the first three years. Successful applicants will have a minimum of two years' experience in a municipal setting as Municipal Clerk and/or a post-secondary education in public administration, bookkeeping, planning or related field.

**Apply:** To apply, submit a City application and resume to City of Lindstrom, 13292 Sylvan Avenue, Lindstrom, MN 55045. Please pick up applications at City Hall.

Benefits:

Vacation: Progressive, paid vacation starting with 10 days per year.

Sick Leave: 8 hours per month.

Health Insurance: City contribution towards medical coverage.

Holidays: 11 holidays and 2 Personal Time Off days with pay per year.

Retirement: Public Employees Retirement Association.

Deferred Compensation: Voluntary.

Life Insurance: 25,000 term life.

For more information contact:

[jolinger@cityoflindstrom.us](mailto:jolinger@cityoflindstrom.us)

(651) 257-0625