

**ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK  
CITY OF JORDAN**

**GENERAL STATEMENT OF WORK:** Performs routine though highly technical clerical and paraprofessional work assisting the City Administrator. Regularly works customer service at the service counter including deputy registrar work. Performs general clerical work for City staff without other support staff. Prepares city council agendas, attends and takes minutes at those meetings. Provides general supervision of the city elections. Performs other duties as may be required.

**MINIMUM QUALIFICATIONS:** Four years of clerical experience with emphasis in administrative support of a Chief Administrative Officer for an organization. Demonstrated knowledge of complex systems, organizational and records maintenance functions in a public setting.

**DESIRED QUALIFICATIONS:** Two years of college training/education in administrative support and business operations plus four years of experience as staff support for the Chief Administrative Officer for a public organization. Ability to achieve certification as a Municipal Clerk within 2 years of hiring.

**ESTIMATED STARTING PAY:** The estimated starting salary is between \$48,312 and \$55,944 with full benefits.

**APPLY:** Full job announcement and requirements may be obtained on the city's website at [www.jordanmn.gov](http://www.jordanmn.gov). Applications are due by 5:00pm December 14, 2018. Email applications and questions to [tnikunen@jordanmn.gov](mailto:tnikunen@jordanmn.gov)