

**Deputy Registrar  
City of Jordan**

The City of Jordan is accepting applications for a full-time Deputy Registrar. Minimum qualifications are a high school diploma or GED and two years office experience. Two or more year's post-secondary education and/or experience as a deputy registrar are preferred. Duties include issuing tabs for motor vehicles, title transfers, collecting fees, organizing transactions to perform daily reports, reconciling deputy registrar bank statement and most other general Deputy Registrar duties. The position also is called on to assist with general city customer service duties such as answering phones and assisting at the service counter. Starting pay range is \$19.02/hour to \$21.02/hour plus excellent benefits including health, dental, life & LTD and pension contribution. Obtain application materials at City of Jordan, 210 East First Street, Jordan MN 55352, 952-492-2535. Web site: [www.jordan.govoffice.com](http://www.jordan.govoffice.com), Completed application must be received by 5:00 p.m. Friday, December 7, 2018. For any questions or to submit applications by email please use [tnikunen@jordanmn.gov](mailto:tnikunen@jordanmn.gov).