

Employment Ad-Office Assistant

The City of Shafer is currently accepting applications through 5:00 pm Thursday, November 16, 2017 for a part-time (15-20 Hrs/week) City Hall Office Assistant.

Minimum Qualifications:

- High School Diploma or equivalent
- Business college training an advantage
- Previous office experience helpful
- Competent computer skills including MS Office or equivalent
- Valid driver's license

Application packets are available at Shafer City Hall, 17656 303rd Street, Shafer MN 55074 online at shafermn.com or by calling 651-257-4726. Pay 16.50 – 18.00 hourly DOQ.