

## Office Specialist

The City of Blue Earth is accepting applications from qualified persons for the fulltime position of Office Specialist. The duties of this position are to provide general office administrative functions for the City, providing information to the public in various formats, assisting in taking and processing various applications, including zoning and complaints, preparing and processing various legal notices, preparing agenda and packet information, transcribing meeting minutes, assist in elections, assist in accounting/finance and to provide overall assistance to the City Administrator and Deputy Clerk.

Minimum requirements: High School Diploma or equivalent, two years clerical experience, use of word processing and spreadsheet software, ability to communicate orally in tactful manner under any circumstance, and the ability to communicate effectively in writing.

Preferred qualifications: previous municipal government experience.

This position is 40 hours per week with general working hours of 8:00 a.m. to 5:00 p.m. Salary range is \$16.13 – \$22.01 depending on qualifications. Applications will be accepted until 5:00 p.m. Friday, November 6, 2020.

The application form can be obtained from the City's website or by calling City Hall at (507) 526-7336. All applicants should send their resume and completed city application form to: City of Blue Earth, 125 West Sixth Street, P.O. Box 38, Blue Earth, MN 56013. [www.becity.org](http://www.becity.org)