

City of **New Germany**

New Germany is accepting applications for the position of

PART-TIME OFFICE ASSISTANT

This is a part time position of 10 - 12 hours per month.

The applicant must possess strong analytical, organizational, math and computer skills; you must have the ability to work with the public, and possess excellent oral and written communications skills; must also be able to work independently and efficiently; this job involves finance, daily trips to mail and bank, assists with mailing of utility billing, stuffs and mails claims after approved, additional hours filling in when the Clerk is on vacation.

Minimum requirements include a H.S. Diploma, or equivalent.

You must be able to operate a personal computer, must be willing to learn other computer programs as the job requires.

Starting Salary will depend upon qualifications and experience, no benefits. Position posted until filled.

**Applications can be obtained by emailing the
city office at ngcityhall@gmail.com
or calling 952-353-2488.**