



Part-Time Administrative Assistant

The City of Dakota City is now accepting applications for a part-time Administrative Assistant. The primary responsibilities for this position include, but are not limited to: collecting utility payments, acting as a receptionist for the City, updating and maintaining cemetery records, providing information regarding city policy/procedures, and referring customers to other agencies as appropriate.

Interested applicants should have at a minimum of high school diploma or GED; experience in the accounting process; familiarity with Microsoft Software; and excellent communication skills. Bilingual ability in the Spanish language is desirable but not required.

The work week will consist of approximately 20 hours per week during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Employee will have the option to develop a flexible schedule under the direction of the City Administrator.

Dakota City is an EEO employer.

Application and further information is available at Dakota City Hall, at www.dakotacity.net, or call (402) 987-3448.

Submit application and resume to the City of Dakota City, ATTN: City Administrator, P.O. Box 482, Dakota City, NE 68731, or via email at admin@dakotacity.net. Position open until filled.

First review of resumes to begin October 23, 2017.