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| **City of Mankato Kansas** |
| **Hiring Salary Range:** DOQ  | **Closing Date**: Open until filled  | **Salary** |
| **Position Title: Office Assistant** | **Position Type: Part time** | $12/hr. |
| **Minimum Work Schedule/Requirements:**  Monday-Friday, 8 hours a day, 8am-5pm  |
| **Primary job function and duties:** The successful candidate **must be able to exercise a high degree of self-discipline and independent judgement.** Will be required to interact with the public in a professional and pleasant manner. Under the supervision of the City Administrator/City Clerk, the Part-time Office Assistant is a non-exempt position under FLSA which performs administrative, secretarial and clerical duties for City Hall. This employee should be able to obtain a thorough knowledge of city government and maintain confidentiality. The Part-Time Office Assistant assists with utility billing, performs clerical duties, receives monies, and performs general bookkeeping duties. This employee should possess excellent communication, organizational, clerical, and public relation skills. This part-time position will be approximately 1,000 to 1560 hours per year and **does not qualify** for any employee benefits; including but not limited to KPERS Retirement, health/dental and vision insurance, paid holidays or vacation and sick time. Must live no more than 20 minutes’ drive time from the City of Mankato. **The job is NON-EXEMPT under FLSA.**  |
| **Minimum Qualifications:** * High School diploma
* Valid Kansas driver’s license
* Some knowledge of accounting practices
* Proficient with computers and Microsoft Office

**Where to apply:** Interested applicants can obtain an application and job description at the City Office, 217 S. High St, Mankato, Kansas 66956. Contact City Hall at 785-378-3141 for additional information. Resumes are welcome, in addition to the application**Special Notes Concerning This Position:** **Must list a minimum of three references on application.** |

[Back to Job Board](http://sparta/personnel/EmploymentPageSP.asp)