

Employment Opportunity Office Assistant

The City of Spirit Lake is accepting applications for the position of Office Assistant. This position starts at 20 hours a week, with the potential of added hours for specifically assigned projects and employee cross training; requires good people skills, communication, and the ability to work independently. Applicant must be proficient with the internet and computers, including Microsoft Word and Excel. The City of Spirit Lake is an Equal Opportunity Employer; \$10-\$12/hour DOE. Applications are at Spirit Lake City Hall or www.spiritlakeid.gov. Closing date 07/13/18 at 5 p.m.