



ADMINISTRATIVE CLERK

The City of Minot is accepting applications for the position of **ADMINISTRATIVE CLERK** (salary range \$1,608- \$2,387/mo.). Applications available at the Human Resource Office, 515 2nd Ave SW or at <http://web.ci.minot.nd.us>.

North Dakota Job Service will conduct the civil service testing for this position. Applicants required to report to Job Service North Dakota, 3416 North Broadway to complete the clerical typing exam. Min 40 wpm net required. Job Service office hours are 8 AM - 5 PM, Mon-Fri. Testing approx. 2 hrs, no appointment necessary.

Applicants will be provided with their testing results of both the clerical exam and the typing exam which must accompany their application for employment.

Deadline for applications and testing results Friday January 23, 2009 4:30 pm.

Position requires general office duties including filing, sorting, arithmetical computations, posting data, keeping records and receptionist duties. HS grad and general clerical experience required.

EEO/By Order of the Minot Civil Service Commission