

PT Administrative/Clerical Position Credit River Township Clerk

Credit River Township is looking for a part-time Clerk with flexible hours averaging 10-15 hours per week. Hours are flexible but some evening meetings are required.

Primary Responsibilities:

- Attend meetings, prepare agendas, minutes and materials
- Record and file Township documents and records
- Publish and post all required legal notices
- Field resident inquiries to Board members
- Manage Township elections
- Process Township Building Permits
- Other duties as assigned

Required Qualifications:

- Self motivated
- Strong Customer Service skills
- Computer proficiency

Preferred Qualifications:

- 2 year associate degree
- 5+ years clerical experience
- Familiar with Township government
- Familiar with Credit River Township area

Please refer to detailed job description at www.creditriver-mn.gov

Deadline: January 3, 2012

Please submit resume to clerk@creditriver-mn.gov or mail to: Township Clerk, Credit River Township, 18985 Meadow View Boulevard, Prior Lake, MN 55372