



We're Hiring!

The City of Minneota is seeking qualified candidates for a full-time City Clerk/Administrative Assistant position

Job type: Full-time, non-exempt
Starting pay: \$21.15/hr

Overview

Support day-to-day city operations with a focus on bookkeeping and front-office service. Key responsibilities include utility billing, payroll, accounts payable/receivable, bank deposits, assisting with audits, records and licensing, meeting packet prep, and administering city elections.

What we're looking for

- High school diploma or equivalent
- 1 year advanced secretarial/accounting training or 3 years office experience
- Proficiency with Microsoft Office; accounting software experience preferred
- Municipal experience, City Clerk certification, or two-year accounting/bookkeeping degree are pluses

Benefits

PERA retirement; medical and dental insurance; short-term, long-term, and life insurance; HSA.

How to apply

Submit a resume, cover letter, and city application (available at the City Office or at minneota.com) to: City of Minneota, P.O. Box 307, Minneota, MN 56264.

**Applications must be received by
October 16, 2025 at 4:00p.m.**