

EMPLOYMENT OPPORTUNITY
CITY OF CALEDONIA, MINNESOTA

Part-time Administrative Assistant (Police Department)

The City of Caledonia, MN is accepting applications for a part-time administrative assistant at the Police Department. Provides administrative support to the Police Department and assists the public with permit applications and records requests. Will work 20 hours per week from 9:00 a.m.-1:00 p.m.

Minimum qualifications include a high school diploma or equivalent. Minimum of two years of experience in administrative work with frequent public contact; experience in law enforcement, military, or government setting preferred. Proficiency with computers and office equipment required. Must have valid Minnesota driver's license within 6 months. Application and detailed job description available at www.caledoniamn.gov. Pay starts at \$16.37/hr. with increase to \$16.86 after 6 months upon successful completion of training period.

Submit cover letter and application to Adam Swann, city clerk-administrator, at P.O. Box 232, Caledonia, MN 55921, or by email to caledoniaclerk@acegroup.cc, or by fax to (507) 725-5258. The position is open until filled, but the first review of applications will occur on April 20, 2018. The City of Caledonia is an Equal Opportunity Employer.