

HELP WANTED:

CITY CLERK-CITY OF CONRAD, Part-time position with flexible hours and pro-rated benefits. \$18/hour to start. Must be available for evening meetings. Duties include but not limited to: prepare for and attend all City Council meetings, prepare accurate minutes for public record, file and maintain City Resolutions and Ordinances for codification to municipal code, catalog and file all City records and notices, certify and record legal documents and records, prepare monthly and annual budget/billing reports for State, County and other agencies, general office and accounting procedures. Minimum of 3 years' experience in a similar position preferred. Applications and full job description available at: 413 S. Main St., Conrad and at cityofconrad.com. Position open until filled.