

PART TIME DEPUTY CLERK POSITION IN BURT, IOWA

The City of Burt is currently accepting applications for the position of Part-time Deputy Clerk.

Assist with office operations, reception, utility billing, accounts payable/receivable and acts as a public information officer. Previous office and experience with office software applications preferred.

**Interested job applicants must submit the following by
Tuesday, February 13, 2018.**

Open until position is filled.

Completed job application and/or cover letter and resume mailed to:
City of Burt • PO Box 197 • Burt, IA 50522
Or emailed to: cityclerk@burtiowa.com

The City of Burt is an Equal Opportunity Employer.