

City of Iron River

Police Department Secretary

The City of Iron River is seeking qualified applications for a part-time Police Department Secretary. The selected candidate will provide receptionist and clerical support for the Police Department. In addition, the secretary coordinates selective programs and enters reports into the reporting and record keeping systems. The position offers 20 to 25 hours per week at a pay rate range of \$13 to \$15 per hour depending on experience

To apply, please send a cover letter, Application for Employment (located on our website www.ironriver.org), a resume and three professional/personal references to: City Clerk, City of Iron River, 106 W. Genesee Street, Iron River, Michigan 49935 or E-mail to: clerk@ironriver.org.

The City of Iron River is an Equal Opportunity Employer and Provider.

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