

City of Hastings

Position Available: Secretary/Receptionist

This part-time position serves the public and City staff by answering the telephone and greeting visitors to City Hall. Will also type letters and other documents, assemble meeting materials, and provide general office clerical support. Good computer skills, ability to communicate effectively verbally and in writing, excellent interpersonal skills, high school graduate, and some prior office experience expected.

This is a part-time position working 1:00 PM to 5:00 PM weekdays with no benefits. Minimum starting wage is \$11.78 per hour.

An application for employment may be obtained at City Hall, 201 E. State St., Hastings, Michigan 49058, 8:00 AM to 5:00 PM, Monday through Friday, or by phone request to Tina Maurer, Deputy Clerk, at 269.945.2468. Applications will be accepted until the position is filled. Application review will begin November 24, 2014.

Thomas Emery
City Clerk/Treasurer