

City of Ironwood

Administrative Assistant – Public Safety Department

The City of Ironwood is currently accepting applications to fill the full-time position of Administrative Assistant. This position will work in the public safety office and will provide customer service for the department, serve as a receptionist, which can involve extensive in-person and over-the-phone contact with the public, often under sensitive circumstances. The Administrative Assistant will consistently demonstrate exceptional customer service skills, remaining calm and solution oriented. The Administrative Assistant performs a variety of clerical duties. The Administrative Assistant works with and is responsible for the security of highly confidential information and demonstrates an ability to effectively communicate and cooperate with city staff, outside government agencies, community organizations, and the public to carry out department responsibilities. This is a non-union position that requires 1) high school diploma (or GED equivalent), 2) associate degree preferred in public administration, business, marketing or related field, 3) two (2) years of clerical experience, or any equivalent combination of education and experience. Candidates must have skills and experience with modern office equipment, interacting with the public and working in a team setting. The current starting base wage is \$21.25/hour. This position also comes with a great benefit package including defined benefit pension, health insurance (medical, dental and vision), life insurance and paid time off (vacation, sick, and holidays).

Employment application and a complete job description are available at the City Clerk's Office, 213 S. Marquette Street, Ironwood, Michigan, and on the City website at the following link: www.cityofironwood.org/government/departments/. Interested candidates should submit an application, resume and cover letter to the City Clerk's office. The City will begin reviewing applications on January 18, 2024. Applications will be accepted until the position is filled. EOE. "Find your North".