

Help Wanted Advertising

Week of April 10, 2024



CAREGIVER NEEDED
Tues. & Thurs. 9 a.m.-12 p.m.
Wed. & Fri. 3:30 p.m.-5:30 p.m.
Apply Today at
www.arisecares.com

arise cares
home care & aging services

SOUTHSIDE TOWNSHIP DEPUTY CLERK/TREASURER

Southside Township has an opening for a part-time Deputy Clerk-Treasurer.

The Deputy Clerk/Treasurer will work with the Clerk/Treasurer to perform Clerk/Treasurer duties for Southside Township. The Deputy Clerk/Treasurer will fulfill the duties of the Clerk/Treasurer in her absence.

The Clerk/Treasurer performs administrative and financial duties for the Township including election administration. This position performs complex work planning, is responsible for organizing, directing, and coordinating Township government operations under the administrative oversight of the Clerk/Treasurer and Southside Township Board. The Deputy Clerk/Treasurer will be appointed as Clerk/Treasurer upon successful completion of the probationary period of one year.

Desired qualifications:

- Associate degree with coursework in finance, accounting, public administration, and business.
- Or, equivalent work experience preferably in the public sector.
- Experience in Microsoft Office Products and computer-based accounting including payroll.
- Customer Service skills.

Flexible work schedule with ability to work from home. Attendance at Township Board meetings is required. Board meetings are held the first Tuesday of each month with additional meetings as required.

Visit our website for complete job description:

www.southsidetownship.com

Email cover letter and resume to cmerrill@southsidetownship.com
Cover letter and resume are due by April 26, 2024.

NOW HIRING!

— Full or Part-time —
MANAGER

We will provide training!

— Part-time —
**SPRING & SUMMER
POSITIONS**

Join Our Team!
Apply in person



Hwy. 55, Annandale, MN

WRITERS/ REPORTERS

If you have some spare time and enjoy writing and reporting, we may have a place for you. You would be paid by assignment and also contribute to covering the greater Annandale community with features, sports or news writing. Writing, reporting and photography experience is helpful.

If interested, please contact Steve Prinsen at
gm@annandaleadvocate.com

Advocate
ANNANDALE

www.annandaleadvocate.com • 320-274-3052
gm@annandaleadvocate.com • PO Box D, Annandale, MN 55302

FIND YOUR PERFECT EMPLOYEE! PLACE A HELP WANTED AD TODAY!

Advocate ANNANDALE **The Maple Lake**
MESSENGER

ads@annandaleadvocate.com
73 Oak Ave. S,
Annandale, MN 55302

office@maplelakemessenger.com
218 Division St. W,
Maple Lake, MN 55358

CITY OF MAPLE LAKE

Administrative Customer Service/Utility Billing Clerk (Part Time)

This position will provide a broad range of administrative, customer service and utility billing duties including support to the City Administrator and other staff members in a wide variety of areas. Receives and provides information to the public. Desired qualifications: Excellent customer service and interpersonal skills are required for this position.

Ability to operate a calculator, scanner, fax machine, copier, internet, and a personal computer including word processing, spreadsheets, using Word, Excel, and Publisher.

Ability to work independently and organize, manage, and prioritize a variety of tasks. Ability to communicate effectively both orally and in writing.

Visit our website for a complete job description: www.ci.maple-lake.mn.us

Email cover letter and resume to Interim.admin@ci.maple-lake.mn.us or mail to City of Maple Lake, P.O. Box 757, 10 Maple Avenue South, Maple Lake, MN 55358.

Job Applications are available at City Hall.

Cover letter and resume are due by April 30, 2024.

Help Wanted

Silver Creek Township Clerk/Treasurer

The Clerk/Treasurer works approximately 25-30 hours per week, at least 2 evenings per month, to manage all aspects of the Township office including assisting the public, taking meeting minutes, balance bank accounts and more. The ideal candidate should have local government experience, the ability to communicate effectively, to organize and prioritize work, meet deadlines, have working knowledge of Microsoft Office and administrate all Elections. Candidate must have experience in accounting or bookkeeping. Potential employee must pass background and drug test. Competitive salary based on experience. Will be accepting applications until position is filled.

See our website at silvercreektwp.com to download application and list of duties.

Send resume and application to Silver Creek Township, 3827 134th ST NW, Monticello MN 55362 or email to silvercreektwp@tds.net.