

## CITY HALL TEMPORARY SUMMER HELP

The City of Ashland is accepting applications for a City Hall Temporary Summer Help. Applications will be accepted up to April 26, 2019, or until the position is filled. This position performs a wide range of administrative and office support activities to facilitate the efficient operation of the organization.

Necessary skills include computer skills, with a background in maintaining a general ledger, accounts payable, billing, asset management and work orders. Experience in clerical and administrative procedures with attention to detail are critical. The optimal candidate is customer service oriented. Duties also include serving as a City Hall receptionist, accepting utility payments and processing building permits.

Starting pay is commensurate with experience. Apply at Ashland City Hall 109 East Broadway, Ashland, MO., Monday through Friday, 8:00 a.m. to 5:00 p.m. An application form can be downloaded from the City website. Drug testing and a criminal history background check are required. The City of Ashland is an E-verify employer.

April 10, 17 and 24