

The City of Lexington is now accepting applications for a full-time, Administrative Assistant/Permit Technician. This position performs secretarial and clerical work with primary responsibility for serving the residents and businesses of the community. Duties include, but not limited to, customer service; permitting; community communications (SCALA, newsletter and website); and provides administrative support to all departments.

2019-2020 Salary range is \$17.36 - \$22.19 per hour plus benefits. Minimum qualifications: (1) high school diploma or equivalent; (2) post high school education or 2 years progressively responsible experience; and (3) experience with Microsoft Office applications. Desired qualifications: (1) 2 or more years municipal experience, (2) training or 2 years experience with State of Minnesota Retention Schedules, and (3) experience with elections and/or permit software. An application and job description are available at <http://www.ci.lexington.mn.us/> or at City Hall, 9180 Lexington Ave, Lexington, MN 55014. A completed application and resume must be received by 3:00 PM, Friday, May 24, 2019.

An Equal Opportunity/Affirmative Action Employer