

Job Opening:

The City of Glasgow is seeking applicants for the position of part-time Administrative Assistant in the City Clerk's Office. Position responsibilities include, answering phone, filing, customer service, and any other duties assigned by the City Clerk-Treasurer or Utility Billing Clerk/Deputy Clerk Treasurer.

This position is part-time Monday – Friday flexible schedule 20 to 30 hours per week. Starting Pay \$14.89 with pro-rated benefits including retirement, health insurance, vacation and sick leave.

A job application can be picked up at the City Office or online at www.cityofglasgowmt.com. Please call or email City Clerk Stacey Amundson at (406) 263-0617 or samundson@cityofglasgowmt.com for further information and any questions. Return applications via email or to the City Office 319 3rd Street South, Glasgow, MT 59230 by 5:00 p.m. on Friday April 5, 2024. The position will remain open until filled.