

City of Laurel, Montana
Administrative Assistant

The City of Laurel, Montana, is seeking a FT Fire Department Administrative Assistant. This position is FT exempt position w/benefits. Minimum qualifications are at least four years of demonstrated experience in clerical office work, with a Fire Department or private practice, type 55 words per minute and communication with the public.

Working hours will typically be M-F, 8 a.m. to p.m., with varying hours due to Departmental demands. Compensation includes a salary of \$45,000 DOE, plus excellent benefits.

Interested applicants should submit an Application, Resume, and Letter of Interest directly to the City Mayor, outlining qualifications, experience, and intent regarding the position. Materials can be sent as follows: 1) to the Mayor via mail at PO BOX 10 Laurel, MT 59044; 2) by email at jwhopper@laurel.mt.gov or hand-delivered to the Mayors' Office in City Hall at 115 W 1st Street, Laurel, MT.

Applicants may obtain a copy of the position description and application form from the Clerk Treasurer's Office at Laurel City Hall, or by emailing cityclerk@laurel.mt.gov. Open until filled, first review will be December 22, 2023.