

Posted: **May 6, 2016**

The City of Winsted is seeking applications for a full-time City Clerk-Treasurer. This position works closely with the City Administrator to manage the administrative services of the City and supervises all Administration Department staff.

The salary range for the position is between \$21.12 and \$28.54 per hour. The minimum qualifications include a two-year degree in accounting, finance, or business administration; and at least four years of accounting and government experience. The position includes all City approved benefits.

Any interested applicants must submit a letter of interest, resume, and City of Winsted employment application **by 12:00 p.m. on Friday, May 27, 2016.**

Applications may be submitted:

- In person at Winsted City Hall, 201 – 1st Street North, Winsted, Minnesota 55395;
- Via mail to the ATTENTION of Dan Tienter, City Administrator, P.O. Box 126, Winsted, Minnesota 55395;
- Via electronic mail to dan.tienter@winsted.mn.us.

Please be advised that the first round of interviews will be held between Tuesday, May 31, 2016 and June 10, 2016.

For more information, please see the job description and City of Winsted employment application located at www.winsted.mn.us. Any additional questions regarding this position may be directed to Winsted City Hall at (320) 485-2366 or dan.tienter@winsted.mn.us.